

横田基地職員求人案内 2026 年 9 月 17 日

Yokota Vacancy Announcement for Local National Positions 17 September 2026

締切日 Closing Date: 労務管理機構横田支部(エルモ) **2026 年 9 月 25 日 (金) 17 時 The LMO : 25 Sep 26 (Fri) at 17:00**

民間人人事部雇用課 **2026 年 9 月 28 日 (月) 15 時 The CPS : 28 Sep 26 (Mon) at 15:00**

職種名をクリックすると、求人内容のページが表示されます。Click on the position title to view the description of the vacancy announcement.

• 常用雇用従業員募集 Permanent Position

職 種 Job Title	部 隊 Organization	等 級 Grade	語学 LPL	契 約 Contract	募集範囲 Area of consideration	掲示日 Open Day
管理分析職 *1 Management Analyst	在日米軍司令部 HQ USFJ/J14	1-7 1-5/1-6	4 3	MLA	内部・外部 INT/EXT	再掲示 Re-ad
エンジニアリング専門職 (建築) *2 Engineering Technician (Architectural)	施設中隊 プロジェクト管理課 374 Civil Engineer Squadron – CENMP	1-7	4(2)	MLA	内部・外部 INT/EXT	8/20
技師職 (電気) *2 Engineer (Electrical)	施設中隊 プロジェクト管理課 374 Civil Engineer Squadron – CENMP	1-7	4(2)	MLA	内部・外部 INT/EXT	6/4
技師職 (土木) *2 Engineer (Civil)	施設中隊 プロジェクト管理課 374 Civil Engineer Squadron – CENMP	1-7	4(2)	MLA	内部・外部 INT/EXT	2/26
技師職 (土木) *2 Engineer (Civil)	施設中隊 業務部オペレーションズ 374 Civil Engineer Squadron - CEOER	1-7	4(2)	MLA	内部・外部 INT/EXT	12/5
技師職 (環境) *1 Engineer (Environmental) (エンジニアリング専門職 Engineering Technician)	施設中隊 コンプライアンス 374 Civil Engineer Squadron – CEIEC	1-7 (1-6)	4 (3)	MLA	内部・外部 INT/EXT	5/14
従業員管理関係調整職 *1 Employment Management Relations Technician	軍支援中隊 民間人人事部 (労務課) 374 FSS/FSCAE (EMR)	1-6 (1-5)	3	MLA	内部・外部 INT/EXT	8/6
会計職 *1 Accountant	米国防省防衛財務会計局 DFAS/JRGD	1-6 (1-5)	3	MLA	内部・外部 INT/EXT	9/3
人事配置職 Placement Technician	軍支援中隊 民間人人事部 (雇用課) 374 FSS/FSCAS (Staffing)	1-5	3	MLA	在日米軍従業員 USFJ Employee	新規 New
運賃専門職 (リーダー) Transportation Rate Specialist (Lead)	米国防省防衛財務会計局 DFAS/JRJD	1-5	3	MLA	内部・外部 INT/EXT	7/16
会計技術職 Accounting Technician	米国防省防衛財務会計局 DFAS/JRGD	1-5	3	MLA	内部・外部 INT/EXT	7/16

エンジニアリング専門職（電子） Engineering Technician (Electronics)	国防総省 日本代表 DoD Special Representative Japan	1-5	2	MLA	内部・外部 INT/EXT	9/5
秘書職 Secretary	国防保健局 DHA/JLAK000	1-4	3	MLA	内部・外部 INT/EXT	9/3
コンピューターオペレーター Computer Operator	横田カミサリー DeCA	1-4	3	MLA	在日米軍従業員 USFJ Employee	9/3
会計技術職 Accounting Technician	米国防省防衛財務会計局 DFAS/JRJC	1-4	2	MLA	内部・外部 INT/EXT	再掲示 Re-ad
補給専門職 Supply Technician	軍支援中隊 ロジスティクス 374 FSS/FSRL (Logistics)	1-4	2	MLA	内部・外部 INT/EXT	9/3
会計技術職 Accounting Technician	米国防省防衛財務会計局 DFAS/JRGC	1-4	2	MLA	内部・外部 INT/EXT	8/20
福利厚生プログラム補助職 (ボーリングセンター) MWR Program Aid (Bowling Center)	軍支援中隊 ボーリングセンター 374FSS/FSWB	1-3	2	IHA	内部・外部 INT/EXT	新規 New
ラジオ、テレビ維持修理工 Radio and Television Maintenance Man	空軍放送局 American Forces Network	2-8	2	MLA	内部・外部 INT/EXT	11/16
電線工 Electrical Lineman	施設中隊 374 Civil Engineer Squadron – CEOFE	2-7	0	MLA	内部・外部 INT/EXT	8/20
燃料配給組織機械工 Fuel Distribution System Mechanic	施設中隊 374 Civil Engineer Squadron – CEOIU	2-7	0	MLA	内部・外部 INT/EXT	8/6
電気工 Electrician	施設中隊 374 Civil Engineer Squadron – CEOFA	2-7	0	MLA	内部・外部 INT/EXT	7/16
冷蔵及び空気調節機械工 *1 Refrigeration and Air-Conditioning Mechanic (上級技能見習工 Advanced Trainee)	施設中隊インフラストラクチャー 374 Civil Engineer Squadron – CEOIH	2-7 (2-6)	0	MLA	内部・外部 INT/EXT	5/14
配管工 Plumber	施設中隊 374 Civil Engineer Squadron - CEOHS	2-6	0	MLA	内部・外部 INT/EXT	8/6
塗装工 Painter	施設中隊 374 Civil Engineer Squadron - CEOHS	2-6	0	MLA	内部・外部 INT/EXT	7/16
ボイラー装置操作工 Boiler Plant Operator	施設中隊 374 Civil Engineer Squadron - CEOIH	2-6	0	MLA	内部・外部 INT/EXT	7/2

建物保守作業工 Preventive Maintenance Worker	施設中隊 374 Civil Engineer Squadron - CEL	2-6	0	MLA	内部・外部 INT/EXT	7/2
配管工 Plumber	施設中隊 374 Civil Engineer Squadron - CEOIU	2-6	0	MLA	内部・外部 INT/EXT	5/14
コック Cook	軍支援中隊 多摩ロッジ 374 FSS/FSWL	2-5	1	IHA	内部・外部 INT/EXT	9/3
コック Cook	軍支援中隊 下士官クラブ 374 FSS/FSBE-X2	2-5	1	IHA	内部・外部 INT/EXT	1/15
バーテンダー Bartender	軍支援中隊 下士官クラブ 374 FSS/FSBE-X3	2-4	1	IHA	内部・外部 INT/EXT	7/2
火災防護検査職 *1 Fire Protection Inspector ----- 消防調査員 Fire Inspector	施設中隊 374 Civil Engineer Squadron - CEFPP	3-4 (3-3)	2 (1)	MLA	内部・外部 INT/EXT	8/6
警備員 Guard	憲兵中隊 374 Security Forces Squadron	3-1	1	MLA	内部・外部 INT/EXT	7/2
歯科衛生職 Dental Hygienist	国防保健局 DHA/JLKB000	5-3	2	MLA	内部・外部 INT/EXT	新規 New

*1 目標レベル/訓練生の職種です。応募者の知識、職務経験等によって等級が決定され見習いのレベルから採用される場合があります。

This is a target grade/trainee position. Selection may be made from intern level and hiring grade will be determined by qualification.

*2 標記の語学等級が必要ですが、該当する職務の経験、知識、技術を有していればカッコ内の語学等級が適用されます。

This position requires language proficiency level (LPL) indicated, but if applicants have required work experience, knowledge, skills, LPL in parentheses is applicable.

*3 育成レベルの職種です。必要な研修を終了後、監督者の要請により目標等級に昇格します。

This is a developmental position. Upon completion of the required training, employees will be promoted to target grade by supervisor's request.

● 限定期間雇用従業員募集 **Limited Term Position**

職 種 Job Title	部 隊 Organization	等 級 Grade	語 学 LPL	契 約 Contract	募集範囲 Area	揭示日 Open Day
マネージメントインターン (購買, 契約専門職) *3 Management Intern (Purchasing & Contract Specialist)	契約中隊 374 Contracting Squadron	1-4/5/6	3	MLA	内部・外部 INT/EXT	新規 New
発電装置修理工 Power Generating Equipment Repairman	施設中隊 374 Civil Engineer Squadron - CEOFP	2-7	0	MLA	内部・外部 INT/EXT	9/18

• **時給制臨時雇用従業員募集 Hourly Pay Temporary Position**

職 種 Job Title	部 隊 Organization	等 級 Grade	語 学 LPL	契 約 Contract	募集範囲 Area	掲示日 Open Day
ハウスキーパー職 Housekeeper	軍支援中隊 関東ロッジ 374 FSS/FSVL	2-3	1	IHA	内部・外部 INT/EXT	7/2
ウェイター・ウェイトレス Waiter/Waitress	軍支援中隊 多摩ロッジ 374 FSS/FSWL	2-2	1	IHA	内部・外部 INT/EXT	8/20

• **部隊別・内部募集 In-House Position**

下記募集範囲の部隊に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。

In House announcement is only for employees who are assigned to the announced area of recruitment.

職 種 Job Title	部 隊 Organization	等 級 Grade	語 学 LPL	契 約 Contract	募集範囲 Area of Recruitment	掲示日 Open Day
自動車輸送専門職 Motor Transportation Specialist	装備即応中隊 374 LRS	1-5	3	MLA	装備即応中隊従業員 374 Logistics Readiness Squadron	新規 New
予算専門職 Budget Technician	軍支援中隊 374 FSS/FSR	1-5	3	MLA	軍支援中隊従業員 374 Force Support Squadron	新規 New
ウェイター・ウェイトレス フォーマン A Waiter/Waitress Foreman A *締切: 2026/09/24 15:00	軍支援中隊 374 FSS/FSBD-W2	2-3	1	IHA	軍支援中隊従業員 374 Force Support Squadron	新規 New

- 2026 年 4 月 16 日より指定履歴書の様式が変更されました。内部応募・外部応募ともに**新様式**での提出が必要となります。
The designated application form has been updated. Both internal and external applicants must submit applications in **the new format**.
新様式の指定履歴書は LMO ウェブサイトにてダウンロードできます。The new designated application form can be downloaded from the LMO website.
https://www.lmo.go.jp/recruitment/oubo/honsyu_kyusyu/oubosyorui/airforce.html
- 指定履歴書の“空席広報番号欄”には **LMO ウェブサイト掲載の求人番号**または**上記表中の“部隊名/組織名”**をご記入ください
The “Vacancy Announcement No.” field on the Form196aEJ, please fill out **the number listed on the LMO website** or the **“Organization” from the table above**.
- 監督者の要望により職種により締切日が早まる場合があります。Closing date may be changed upon management request for some vacancies.
- 同職種名の求人が複数ある場合は必ず希望職種の**部隊名、等級、雇用形態(常用/限定等)**を明記してください。未記入の場合受理されないことがあります。
- 面接に関する詳細は、応募された職種の部隊からご本人に直接連絡されます。職場や仕事内容に関するご質問は各職場の監督者や面接官にご確認ください。
- 日本国籍以外の方は就労資格の証明を必ず添付してください。People who are not Japanese nationals need to attach the work permission in Japan.
- 雇用の制限に関して Limitation of Employment
 - ❖ 基本労務契約 (MLA) - アメリカ合衆国軍隊構成員, 軍属又はそれらの家族は雇用不可
Master Labor Agreement – Member of the United States Armed Force Japan (USFJ) cannot be hired.
 - ❖ 諸機関労務契約 (IHA) - アメリカ合衆国の国籍保有者は雇用不可
Indirect Hire Agreement – United States Civilian Personnel cannot be hired.

求人案内は毎月第一、第三木曜日に更新されます

Job announcements will be updated on the 1st and 3rd Thursday of each month.

応募方法、採用基準に関しては別紙または人事部求人サイトをご覧ください

Please see other documents or visit the LN vacancy site for how to apply and minimum qualifications.

Website: [Share Point Site](#) or [AF PORTAL SITE](#) *Current employees who have "mil" or "gov" e-mail address.

駐留軍等労働者労務管理機構(エルモ) LMO vacancy announcement website: Web Site: <http://www.lmo.go.jp>

下記のQRコード(FSS Web Site)からもご覧いただけます。Please check the [FSS Web Site](#) via QR code

不明な点がありましたら横田基地人事部雇用課までお問い合わせ下さい。

For any questions, please contact the Local National Staffing, the Civilian Personnel Office at Yokota AB.

空軍横田基地人事部雇用課 LN Staffing Civilian Personnel Section Yokota AB, DSN: 225-3923

電話 Phone : 042-552-2511 (内線 ex. 53923), email : Yokota.JNStaffing@us.af.mil



Minimum Qualification

1. Position Title, Number:
Management Analyst, #0118, 0119, 0120
HQ USFJ/J14

2. Basic Wage Table, Grade, and LPL:
BWT 1-05, LPL: 3
BWT 1-06, LPL: 3
BWT 1-07, LPL: 4

3. Language Proficiency Level (LPL):

BWT 1-05, BWT 1-06: (LPL) 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre1st

BWT 1-07: (LPL) 4

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
4	860-990	86-100	NA	600~	250~	100~	NA	1st

4. Knowledge, Skills, and Abilities:

BWT 1-05:

- One year of specialized technical or administrative work experience equivalent at 1-4 level in related work, or completion of Bachelor's degree in related field.
- Knowledge and skills in operating computers with the Microsoft Office software, such as Excel, PowerPoint, Access.

BWT 1-06

- One year of specialized technical or administrative work experience equivalent at 1-5 level in related work, or completion of Bachelor's degree in related field.
- Skills with the Government of Japan Host Nation Support Programs and DoD financial management.
- Proficient skills in the Microsoft Office software such as Excel, PowerPoint, Access.

BWT 1-07:

- Expert knowledge and skills in the Government of Japan Host Nation Support Programs and DoD financial management.
- One year of specialized technical or administrative work experience equivalent at 1-6 level in related work, or completion of Bachelor's degree in related field.
- Excellent proficient skills in the Microsoft Office software such as Excel, PowerPoint, Access.

6. Others:

- This is a developmental position for Management Analyst, BWT 1-7, LPL:4.
- The assigned grade will be determined based on the applicant's qualifications and experiences.
- To reach the full performance level at BWT 1-7, Language Proficiency Level (LPL) of 4 must be obtained.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: Monday - Friday
- Work Schedule: 0730 – 1630

Remarks:

- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section.

Main Duties of Management Analyst, BWT 1-7

Serves as technical advisor to the chief of labor branch to assist with distribution, transfer, abolishment, and redistribution of over 23,000 GOJ funded SMA spaces, between/among Service Components throughout Japan, and cross leveling between MLC, MC and IHA. Monitors MLC, MC, and IHA labor strength by Service Components and by installation.

Researches, presents, and coordinates labor cost issues with members of the Joint Labor Resource Committee (JLRC).

Analyzes labor cost of MLC, MC, IHA employees, calculates fair distribution amount of SMA budget to Service Components.

Collects NAFI report data from Service Components' NAFI organizations and assists senior labor specialists to prepare the annual NAFI Report to MOD every year.

Provides advice and recommendations to the senior labor specialists in their negotiations with GOJ on various personnel, employment, and labor welfare programs; prepares and provides briefings to the JLAC/PCP/CP and other meetings; and develops USFJ directives or supplements on JN employment programs.

Main Duties of Management Analyst, BWT 1-5 and BWT 1-6

This is a trainee position. The duties performed are identical to the Management Analyst, BWT 1-7, MLC #0120 level except that the incumbent receives more supervision. The incumbent works closely with the supervisor in performing the duties of the full performance.

Minimum Qualification								
1. Position Title: Engineering Technician (Architectural) #0544 374CES/CENMP (Project Execution)					2. Basic Wage Table, Grade, and LPL: BWT 1-07, LPL-4(2)			
3. Language Proficiency Level (LPL): 2								
LPL	TOEIC	ALCPT(LD) ~8 Feb 16	ALCPT 8 Feb 16~	TOEFL			CASEC	EIKEN
2	550-729	66-75	75-89	PBT 460-549	CBT 140-209	iBT 50-79~	560-869	2nd
4. Knowledge, Skills, and Abilities: - Experience in performing architectural projects and construction management. - Experience and/or training in creating architectural designs and documents in electronic format. - A bachelor's degree in architecture, Architectural Engineering, or related field is desirable.								
5. License Requirement: Current possession of a valid ordinary vehicle driver's license for vehicle with automatic and manual transmission.								
6. Other - The following working conditions are not a daily occurrence but common and expected: -Working at heights -Exposed to loud noise, dust, heat, sparks from high-temperature welding, chemical fumes, etc. -Extreme weather (hot/cold/snow/rain/strong wind) -Shift and irregular schedule work								
Work Schedule: - Work Hours: 40 hours/ week - Workdays: Mon-Fri - Work Schedule: 0730-1615 - Recess: 1130-1615								
Remarks: The duty location / section / work schedule/ employment period may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.								
Main Duties								
Responsible for program/project management of all aspects of assigned activities of architectural engineering conventional projects with complex features from conception to construction completion/financial closeout to include Government of Japan (GOJ) funded								

as well as US funded design/construction projects affecting US Air Force assets under the control of Yokota AB.
Perform duties by applying knowledge of architectural engineering concepts, principles, methods and practices. Prepares in-house design and government cost estimates in electronic format. Performs technical reviews of studies, reports, analysis, plans and specifications developed by Architect-Engineer companies, shop drawings, and any other submittals.
Performs construction management. Visits construction sites during execution of assigned projects to verify USAF directives and decisions are carried out. Documents and reports to contracting officer any observed violation of contract requirements.
Responsible for engineering support of in-house programs. Acts as architectural engineer technician making technical decisions as required, and coordinating many facets of engineering projects with other team members.
Performs other related or incidental duties as assigned.

Minimum Qualification																															
1. Position Title: Engineer (Electrical) 0525 374CES/CENMP (Project Management)					2. Basic Wage Table, Grade, and LPL: BWT 1-07, LPL-4(2)																										
3. Language Proficiency Level (LPL): 2 by management request																															
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4. Knowledge, Skill and Experience: - Knowledge and skills in electrical engineering projects involving operations and maintenance, including planning, designing, constructing, renovating, and repairing facilities. - Skills in operating computers with office automation software, such as Microsoft Word, Excel, Power Point, and Microsoft Suite are preferred.																															
5. Education and/or License Requirement: A university degree in engineering is required. Possession of a professional license is highly preferred.																															
6. License Requirement: Current possession of a Valid Ordinary Manual Shift Driver's License																															
7. Other: Working at height, exposed to loud noise, dust, heat, sparks from high temperature welding, chemical fumes, etc., extreme weather (hot/cold/snow/rain/strong wind), and shift and irregular schedule work.																															
Work Schedule: - Work Hours: 40 hours/ week - Workdays: Mon-Fri - Work Schedule: 0730-1615																															
Remarks: The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.																															
Main Duties																															

Responsible for program/project management of all aspects of assigned activities and electrical engineering projects from conception to construction completion/financial closeout to include Government of Japan (GOJ) funded as well as US funded design/construction projects.
Performs professional duties as the Civil Engineer Squadron (CES) recognized expert covering the full range of electrical engineering expertise.
Performs construction management. Visits construction sites during execution of assigned projects to verify USAF directives and decisions are carried out. Documents and reports to contracting officers any observed violation of contract requirements. Coordinates with internal and outside agencies as necessary to ensure appropriate corrective actions are taken for noted deficiencies.
Responsible for engineering support of in-house programs. Acts as senior electrical engineer making technical decisions as required.

Minimum Qualification																															
1. Position Title: Engineer (Civil) 0525 374CES/CENMP (Project Management)					2. Basic Wage Table, Grade, and LPL: BWT 1-07, LPL-4(2)																										
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2	550-729	66-75	75-89	460-549	140-209	50-79	550-869	2nd																							
4. Knowledge, Skills, and Experience: - Knowledge and skills in civil engineering, including structural design, site development, and infrastructure projects. - Software skills, specification of expected proficiency level (example: intermediate proficiency in Microsoft suite, Excel for project budgeting and tracking.)																															
5. Education and/or License Requirement: A college or university graduate with specialized education in engineering is required. Possession of a professional license is highly preferred.																															
6. License Requirement: Current possession of a Valid Ordinary Driver's License (Automatic transmission only is not allowed).																															
Work Schedule: - Work Hours: 40 hours/ week - Workdays: Mon-Fri - Work Schedule: 0730-1615																															
Remarks: - Basic wage may be considered based on knowledge, skills, and work experience. - The duty location / section / work schedule/ employment period may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.																															
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Responsible for program/project management of all aspects of assigned activities and civil engineering projects from conception to construction completion/financial closeout to include Government of Japan (GOJ) funded as well as US funded design/construction projects.																															
Performs professional duties as the Civil Engineering Squadron (CES) recognized expert covering the full range of civil engineering expertise.																															

Performs construction management. Visits construction sites during execution of assigned projects to verify USAF directives and decisions are carried out. Documents and reports to contracting officers any observed violation of contract requirements. Coordinates with internal and outside agencies as necessary to ensure appropriate corrective actions are taken for noted deficiencies

Responsible for engineering support of in-house programs. Acts as senior civil engineer making technical decisions as required

Minimum Qualification																															
1. Position Title: Engineer (Civil) #0525 374CES/CEOER (Requirements & Optimization)					2. Basic Wage Table, Grade, and LPL: BWT 1-07, LPL-4(2)																										
3. Language Proficiency Level (LPL): 2 by management request																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th rowspan="2" style="width: 10%;">LPL</th> <th rowspan="2" style="width: 10%;">TOEIC</th> <th style="width: 10%;">ALCPT(LD)</th> <th style="width: 10%;">ALCPT</th> <th colspan="3" style="width: 20%;">TOEFL</th> <th rowspan="2" style="width: 10%;">CASEC</th> <th rowspan="2" style="width: 10%;">EIKEN</th> </tr> <tr> <th style="font-size: small;">~8 Feb 16</th> <th style="font-size: small;">8 Feb 16~</th> <th style="font-size: small;">PBT</th> <th style="font-size: small;">CBT</th> <th style="font-size: small;">iBT</th> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">550-729</td> <td style="text-align: center;">66-75</td> <td style="text-align: center;">75-89</td> <td style="text-align: center;">480-549</td> <td style="text-align: center;">140-209</td> <td style="text-align: center;">50-79</td> <td style="text-align: center;">550-869</td> <td style="text-align: center;">2nd</td> </tr> </table>									LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN	~8 Feb 16	8 Feb 16~	PBT	CBT	iBT	2	550-729	66-75	75-89	480-549	140-209	50-79	550-869	2nd
LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN																							
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT																									
2	550-729	66-75	75-89	480-549	140-209	50-79	550-869	2nd																							
4. Knowledge, Skills, and Experience: - At least one year experience in project manager for simple to complex projects involving site studies, design and construction of building, road and/or utility systems. Or knowledge of such demonstrated through university coursework or internships. - Knowledge of civil engineering to perform design work for new construction, renovations, improvements, and repair to real property facilities. - Skilled in operating computers with office automation software, such as Microsoft Word, Excel, Power Point and Outlook.																															
5. Education and/or License Requirement: Bachelor's degree in civil engineering or a First Class Kouzou Sekkei Kenchikushi.																															
6. License Requirement: Current possession of a Valid Ordinary Driver's License (Automatic transmission only is not allowed).																															
Work Schedule: - Work Hours: 40 hours/ week - Workdays: Mon-Fri - Work Schedule: 0730-1615																															
Remarks: - Basic wage may be considered based on knowledge, skills, and work experience. - The duty location / section / work schedule/ employment period may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.																															
Main Duties																															
Conduct performance, preventative maintenance and corrective maintenance analysis, resource optimization and life-cycle requirements planning for the base facilities.																															
Perform operations and maintenance (O&M) engineering involving design, construction, maintenance, repair, acquisition, and disposal of facilities/Real Property that encompass																															

the maintenance, repair, upgrade, and operation of the infrastructure facilities, including utility systems, utilizing knowledge of civil engineering.

Integrates and synchronizes operations flight work force in assigned areas including demand maintenance, customer service, Work Request Review Board (WRRB), In-Service Work Program (IWP), BUILDER and other SMS, TRIRIGA data standards & analysis, Interactive Geographic Information System (IGIS) standards and analysis, Industrial Control Systems (ICS) standards & analysis, contract project review integration, contingency planning, and response.

Prepares packages for contracting ensuring projects are biddable, executable, and meet operational requirements.

Provides guidance to junior staff and help train new inbounds on as needed basis.

Keeps abreast of emerging technologies to ensure programmed development will not prematurely become obsolete.

Minimum Qualification

1. Position Title:
Engineer (Environmental) 0525
374 CES/CEIEC

2. Basic Wage Table, Grade, and LPL:
BWT 1-07, LPL-4

3. Language Proficiency Level (LPL): 4

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
4	860-990	86-100	N/A	600~	250~	100~	N/A	1st

4. Knowledge, Skills, and Experience:

- Work experience in engineering for environmental projects.
- Knowledge of programs such as natural/cultural resources, hazardous material/waste management, pollution prevention, recycling, environmental protection, etc.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc.
- Ability to provide training on assigned programs to Unit Environmental Coordinators.

5. Education Requirement:

- A bachelor's degree in a Chemical Engineering, Physical Science, Natural Science, Environmental Engineering/Management or any other related Engineering field.

6. License Requirement:

- Current Possession of Ordinary Vehicle Driver's License

Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: Mon-Fri
- Work Schedule: 0730-1630

Remarks:

- Selection will be made at Engineering Technician (Environmental), BWT 1-6, LPL-3 depending on experience of selectee.
 *At least one year training will be conducted for the trainee level.
- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Serves as an Environmental Program Manager responsible for planning, developing installation environmental procedures/programs and implementing environmental policy directives that embrace a range of subjects directly or indirectly concerned with protecting the quality of resources and the environment.

Manages the following programs as part of Cultural and Natural Resources Program, Conservation, Outdoor Recreational Resources, Pre-historic Assets, and Facilities.

Provides extensive environmental expertise to support assigned environmental projects through application of senior-level professional knowledge and skill in environmental management practices.

Provides professional environmental expertise to develop and update environmental management plans, as required by higher headquarters, international agreements, Japan regulations, and the Status of Forces Agreement (SOFA).

Prepares briefing slides and minutes as well as provides training on assigned programs to Unit Environmental Coordinators; prepares and delivers quarterly briefing slides for various meetings related to environmental issues.

Coordinates with Government of Japan, municipal offices and other municipal leaders as a liaison officer for environmental and cultural awareness efforts.

1. Position Title:
Engineering Technician (Environmental) 0384

2. Basic Wage Table, Grade, and LPL

3. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-89	870~	Pre 1st

Main Duties

This position is a developmental position. The incumbent performs developmental duties which are designed to orient the employee in the application of academic theories and basic principles of engineering assignments. Works under the close general supervision of the Team Supervisor while performing the duties of the targeted position and gains familiarity and experience with the position's requirements, and appropriate application of established principles, guides, and standards.

Minimum Qualification for BWT 1-6

1. Position Title, Number:
Employee Management Relations Technician, #0066
374 FSS/FSCAE (EMR section)

2. Basic Wage Table, Grade and
 LPL: **BWT 1-06, LPL- 3**

3. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre-1st

4. Knowledge, Skills and Work Experience:

- Administrative work experience including operation of computers with various software, such as Microsoft Word, Excel Outlook, Power point, etc.
- Knowledge in working with programs of labor management.
- Skills in the evaluation/counseling program in both English and Japanese language.
- Skills to determine and make recommendations for the resolution to cases in accordance with applicable regulation and policies.
- Ability to translate documents to and from the Government of Japan.
- Ability to be a liaison with the Government of Japan agencies is desirable.

Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: Mon-Fri
- Work Schedule: 0730-1630

Remarks:

- This is a target grade. Selection is maybe made at BWT 1-5 level depending on the qualification of applicant.
- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Minimum Qualification for BWT 1-5

1. Position Title, Number:
Employee Management Relations Technician, #0260

2. Basic Wage Table, Grade and
 LPL: **BWT 1-05, LPL- 3**

3. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre-1st

4. Knowledge, Skills and Work Experience:

- Administrative work experience including operation of computers with various software such as Microsoft Word, Excel Outlook, Power point, etc.
- Skills as an assistant for the programs of labor management.
- Skills to communicate and provide guidance in both English and Japanese language.
- Work experience as a liaison with other offices.

Remarks:

- This is a developmental position performing assignments designed to further develop applicable analytical and evaluative skills and techniques.
All training must be completed and regulatory requirements met prior to promotion to target level of Employee Management Relations Technician, BWT 1-6.

Main Duties of BWT 1-6, BWT 1-5

Assists in administering the employee management relations program for the local national employees hired under the Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) for all serviced base organizations. Provides guidance on all matters concerning employee management relations such as employee conduct, discipline, grievance, appeals, communications and morale to better improve supervisor-employee relationships and to promote the efficiency of the workforce.

Reviews and processes personnel actions, award nominations, recommendations, grievances and complaints, work schedules for MLC/IHA employees.

Minimum Qualification

1. Position Title, Number, Organization:

**Accountant, #0002
DFAS/JRGD**

2. Basic Wage Table, Grade, LPL:

BWT 1-06, LPL: 3

3. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre1st

4. Work Experience:

- One year of specialized technical or administrative work experience equivalent at 1-5 level in related work, or completion of bachelor's degree in related field.
- Ability to review and analyze financial/accounting documents, prepare official correspondence, and handle complex inquiries in both English and Japanese.

Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: Mon - Fri
- Work Schedule: 0700-1600

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties of Accountant #0002, BWT 1-6, LPL-3

Plans, organizes and directs the activities of the responsible section to ensure that all work are conducted in accordance with the standards and guidelines established by policies and procedures promulgated by the Congress, Office of Management and Budget (OMB), Government Accounting Office (GAO), Department of Defense (DoD), Department of Finance Accounting Services (DFAS) to sufficiently meet customer needs. Reviews and examines procedures used in daily operations. Directs the operations procedures including regulations, reports, original entry, control ledgers, and general ledgers for stock fund, sales, purchase, manual payments, system interface on line payment accounting, proration of administrative overhead, amortization of liabilities depreciation of facilities utilizing the Service specific system.

Provides professional accounting assistance to subordinates and customers regarding accounting functions and the application of accounting principles, policies, and procedures. Provides guidance/instruction on performed accounting work to ensure the integrity, propriety, accuracy, and timeliness of accounting transactions. Examines a variety of documents, records, and accounting reports to ensure compliance with generally accepted accounting policies and current operating procedures and regulations.

Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications and mission requirements.

Main Duties of Accountant #0001, BWT 1-5, LPL-3

This is a developmental position. The duties are identical to Accountant, BWT 1-6, MLC #0002 level except that the incumbent receives more supervision. The incumbent works closely with the supervision in performing the duties of the full performance for Accountant, BWT 1-6.

Minimum Qualification

1. Position Title, Number:
Placement Technician, #0154
374FSS/FSCAS

2. Basic Wage Table, Grade and LPL:
BWT 1-05, LPL:3

3. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre-1st

4. Knowledge, Skills and Work Experience:

- More than one year of specialized technical or administrative work experience equivalent at BWT 1-4 level related to personnel fields.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Power Point to prepare forms, letters, lists and maintain records.
- Skills in handling personnel actions and/or MLA/IHA programs in any field in accordance with applicable regulations and instruction.
- Ability to perform work involved in recruitment and placement of Master Labor Agreement (MLC) and Indirect Hire Agreement (IHA) employees.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: Mon-Fri
- Work Schedule 0730-1630

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the LN Staffing Section.

Main Duties

Performs full range of work involved in the internal/external recruitment, selection, and placement of Master Labor Agreement (MLA) and Indirect Hire Agreement (IHA) employees. Analyzes vacant positions to establish the knowledge, skills, and abilities required for effective work performance and determine the minimum qualification requirements for the position. Receives and screens applications for eligibility and qualifications. In-process newly appointed employees.

Provides sound management advisory services to employees and their supervisors on the provisions of MLC and IHA to include explaining contract requirement and qualifications. Assists senior specialists in overall process of the PRE request packages.

Ensures accuracy and timeliness in processing personnel actions in the Defense Civilian Personnel Data System (DCPDS). Files and maintains related records and documents in accordance with applicable Regulations or Agreements.

Minimum Qualification

1. Position Title, Number:
**Transportation Rate Specialist (Lead), #0449
 DFAS/JRJD**

2. Basic Wage Table and LPL:
BWT 1-05, LPL-3

3. Language Proficiency Level (LPL) : 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre-1st

4. Knowledge, Skills and Experience:

- Administrative work experience including operation of computers with the software, such as Microsoft Word, Excel Outlook, Power point, etc. to compose documents and maintain system update.
- Knowledge and skills for analyzing accuracy of information.
- Ability to communicate and advise customers for applicable programs in accordance with regulation and policies.
- One year of work experience equivalent at BWT 1-4 level in related fields such as transportation, finance, accounting and contracting.
- Japanese language skills (written and verbal).

5. Others:

- Completion of 2-year junior college or 2-year of technical school is preferred.

Work Schedule :

- Work Hours: 40 hours/week
- Work Days: Mon-Fri
- Work Schedule: 0730-1630

Remarks:

- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

As the senior specialist, receives, reviews, and classifies complex transactions where guidelines lack specificity to requirements, circumstances, or problems and/or frequent change. Utilizes experienced judgment and conducts extensive research to review and process a wide variety of nonstandard transactions for multiple accounts.

Oversees the daily operations of the section which includes workflow problem solving and monitoring to ensure proper execution of work assignments by junior specialists.

Assist the supervisor in communicating with transportation service providers, contracting officers, traffic management officers, and accounting and finance/fiscal officers to provide information/advice on fiscal law changes and/or policies that impact payment procedures accordingly.

Condition of Employment:

This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

Minimum Qualification

- | | |
|---|--|
| 1. Position Title, Number:
Accounting Technician, #0008
DFAS/JRGD | 2. Basic Wage Table and LPL:
BWT 1-05, LPL-3 |
|---|--|

3. Language Proficiency Level (LPL) : 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre-1st

4. Knowledge, Skills and Experience:

- One year of specialized technical or administrative work experience related to finances and accounting, or completion of 2-year junior college or 2-year of technical school.
- Ability to handle Japanese language (verbal and written).

Work Schedule :

- Work Hours: 40 hours/week
- Work Days: Mon-Fri
- Work Schedule: 0730-1630

Remarks:

- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Serves as Lead and Senior technician, receives, reviews, and classifies complex transactions where guidelines lack specificity to requirements, circumstances, or problems and/or frequently change.

Prepares and processes payment vouchers, journal vouchers and collection vouchers in compliance to established guidelines and instruction.

Reviews transactions for validity corrects or directs correction of invalid or incorrect entries, and reviews the trial balance or summary account.

As the GFEBS expert, the position evaluates and implements changes to operational procedures, works special projects, and provides training to co-workers if needed regarding improvements to the system.

Minimum Qualification

1. Position Title, Number, and Organization
Engineering Technician (Electronics), #0310
DOD SPEC Representative Japan

2. Basic Wage Table, Grade, and LPL:
BWT 1-05, LPL: 2

3. Language Proficiency Level (LPL):2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Ability:

- Work experience in the field of electrical or electronics engineering.
- Knowledge to utilize Computer Aided Engineering (CAE) software package.
- Skills in basic clerical work to maintain test data records.
- Ability to create and repair (electronics) equipment.
- Ability to research for estimation of project cost.
- Knowledge and skills in soldering.
- Knowledge of basic metalworking, and materials preferred.
- Desired is experience and knowledge of design and CAD.

5. Physical Requirement:

- Requires heavy lifting (20 kg) and long period of standing.

6. Others:

- Wearing personnel protective equipment and following safety program is required.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: Monday - Friday
- Work Schedule: 700-1545

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Performs work involved in design, fabrication, manufacturing and repairing of variety of component parts and tools for the fabrication or repair of HF, VHF and UHF antennas and Radio Frequency Communication equipment, which is of specific, one of a kind nature and not available through the procurement/supply channels.

Assembles antennas components and parts to a level consistent with customer needs and shipping constraints.

Uses Solid Works CAD programming to create 3D models and shop drawing to be used within ESF.

Performs general administrative work such as writing purchase orders and tracking inventory.

Operates manual and computer-controlled machines.

Minimum Qualification

1. Position Title, Number:

**Secretary, #0198
DHA/JLAK000**

2. Basic Wage Table, Grade, and LPL:

BWT 1-04, LPL:3

3. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre 1st

4. Knowledge, Skills, and Abilities:

- At least one year of work experience in clerical and administrative duties.
- Experience in operating computers with office automation software, such as
- Microsoft Word, Excel, Outlook, etc. to prepare documents and maintain records.
- Experience in customer service in any field.

5. Others:

- Must receive vaccination against Influenza (Flu), Measles, Mumps, Rubella, Varicella, Hepatitis B, and Tetanus after the employment date.

Work Schedule:

- Work Hours: 40 hours / week
- Workdays: Monday - Friday
- Work Schedule: 0730-1630

Remarks:

- The duty location, section, or work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Prepares a wide variety of recurring and nonrecurring correspondence, reports, summaries, briefing materials and other documents utilizing multiple office automation software such as word processing, database and graphic programs, chart, email and presentation programs.

Reviews/processes incoming and outgoing correspondence, reports, decorations, operating instructions and other materials submitted to the Commander and/or Superintendent for compliance with directives and established procedures.

Establishes, reviews and maintains the Commander's and the Senior Enlisted Leader's calendars without prior clearance in most instances, makes adjustments to avoid conflicts as necessary and keeps them advised on daily and weekly schedules.

Receives telephone calls, greets visitors appropriately and ascertains the nature of phone calls or visits.

Perform other related or incidental duties as assigned.

Minimum Qualification

1. Position Title, Number, Organization:
Computer Operator #0172
DeCA/WLXTL

2. Basic Wage Table, Grade and LPL:
BWT 1-04, LPL: 3

3. Language Proficiency Level Requirement: **LPL-3**

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre-1st

4. Knowledge, Skills, and Abilities:

- Knowledge and skill to operate and maintain computer systems, such as entering data, downloading updated information, monitoring daily operation of terminal and portable devices, and preparing periodical reports from the data.
- Experience to perform clerical/administrative duties such as organizing records, tracking documents, and ensuring data accuracy.

Work Schedule:

- Work Hours: 40 hours / week
- Work Days: Tuesday - Saturday
- Work Schedule: 0700 - 1600

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN staffing.

Main Duties

Operates the mini-computer system consisting of primary and secondary processors, disc and tape drives, printer and terminals which is tied directly to all electronic cash registers, electronic digital scales, and portable data entry devices (PDED). Searches for item prices, maintains files for price changes via the computer to accept price quotes which have been entered into the computer system by Region Headquarters. Transmits orders by updating data from the Grocery Department into the computer by downloading information from PDEDs.

Responsible for maintaining the pricing integrity for the Commissary. Performs research or receives documents which includes but is not limited to reports, invoices, delivery tickets to ascertain accuracy of prices and any pertinent information for data input; updates the data in the respective maintenance files.

Assigns document numbers to Vendor Credit Memos (VCM) and reviews completed VCMs to ensure timely processing.

Minimum Qualification

1. Position Title, Number:
Accounting Technician #0007
DFAS/JRJC

2. Basic Wage Table, Grade, LPL:
BWT 1-04, LPL: 2

3. Language Proficiency Level (LPL): 2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Abilities:

- Work experience at least one year of clerical, technical or administrative duties in any field, or completion of two-year junior college or two-year of technical school.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: Mon - Fri
- Work Schedule: 730-1630

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Receives and reviews a variety of standardized and recurring accounting documents/transactions and some non-standardized transactions in support of assigned customers and accounts. Prepares and processes obligation documents and various vouchers such as payment vouchers, journal vouchers, and collection vouchers in compliance to established guidelines and instruction.

Reviews documents to verify accounting data and mathematical accuracy; determines necessary accounting transactions and codes and enters required data into a computerized system or onto required form(s) respectively. Reviews transactions for validity, corrects or directs correction of invalid or incorrect entries, and reviews the trial balance or summary account. Distributes payment vouchers to proper organizations and maintains appropriate payment records.

Prepares and processes required bills for 'no check drawn' collections and payments from submitted disbursement and collection vouchers; verifies that all documents are accurate and processes bills in compliance to established guidelines and instruction.

Establishes/maintains records of appropriate collection and payments, and transaction files accordingly to ensure that all handled transactions is being monitored and can be tracked accordingly.

Minimum Qualification								
1. Position Title, Job Number: Supply Technician #0614 374 FSS/FSRL (Logistics)					2. Basic Wage Table, Grade, and LPL: BWT 1-04, LPL-2			
3. Language Proficiency Level (LPL): 2								
LPL	TOEIC	ALCPT(LD) ~8 Feb 16	ALCPT 8 Feb 16~	TOEFL			CASEC	EIKEN
2	550-729	66-75	75-89	PBT 460-549	CBT 140-209	iBT 50-79	560-869	2nd
4. Knowledge, Skills, and Abilities: - More than one year of work experience of clerical or administrative duties. - Skills in operating computers with various office automation software to record and track the data.								
5. License and Certification Requirement: - Current possession of an Ordinary Vehicle Driver's License. (Not automatic transmission limited) - Current possession of a Middle-Sized (Class I) Vehicle Driver's License. - Current possession of a Forklift Operator's Certificate.								
6. Physical Requirement: Requires lifting and carrying supplies, materials, and equipment for up to 50 pounds								
Work Schedule: - Work Hours: 40 hours / week - Workdays: Mon - Fri - Work Schedule: 07:00-16:00 (Work schedule is subject to change)								
Remarks: The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.								
Main Duties								
Uses an advanced electronic/automated inventory accounting system to record and track transfers to accounts in the facility. Accurately inputs product invoices into the perpetual inventory database.								
Reviews inventories and determines the requirements of replenishment/purchase order, disposition, and transfer of items within the 374th FSS Logistics section.								
Receives and examines items for accuracy; records and reports any shortages, damage, expiration dates or other variances to the Chief of Logistics.								
Receives and processes activity orders and issues food, beverage and supply items to each FSS activity by ensuring accuracy of requests.								
Operates a variety of logistics vehicles and forklifts to pick up /store/transport all supply items.								

Minimum Qualification

1. Position Title, Number:
Accounting Technician #0007
DFAS/JRGC

2. Basic Wage Table, Grade, LPL:
BWT 1-04, LPL: 2

3. Language Proficiency Level (LPL): 2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Abilities:

- Work experience at least one year of clerical, technical or administrative duties in any field, or completion of two-year junior college or two-year of technical school.
- Ability to process billing documents, drafting correspondence, and handling inquiries in both English and Japanese.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: Mon - Fri
- Work Schedule: 0730-1630

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Performs accounting technician work using the prescribed accounting system utilizing double-entry accounting procedures. Receives, reviews, and classifies a variety of standardized and non-standardized recurring accounting documents/transactions in support of assigned accounts.

Independently processes recurring accounting documents and transactions that use different and unrelated processes, procedures, or methods based on standard operating procedures, applicable policies, data and information required, and priority of assignments and deadlines.

Determines appropriate corrective action for identified problems/errors, discusses such actions with specialists accordingly and/or refers such problems to the appropriate office for effective resolution.

Communicate daily with comptroller personnel and customers, both internal and external via e-mail, telephone, or official correspondence to research the cause of identified problems and to identify the appropriate corrective action.

Responds to customer inquiries, either orally or in writing. Provides technical assistance in controlling, reviewing, validating and entering data into the accounting system and information on specific accounting transactions as well as an explanation on accounting procedures.

Files reports, documents, and correspondence in accordance with applicable regulations and guidelines.

Minimum Qualification

- | | |
|--|--|
| 1. Position Title, Number, Organization:
MWR Program Aid (Bowling Center), #0343
374FSS/FSWB | 2. Basic Wage Table, Grade, and LPL:
BWT 1-03, LPL-2 (IHA) |
|--|--|

3. Language Proficiency Level (LPL): 2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Abilities:

- Work experience in customer service, such as manning a front desk, answering customer inquiries, and issuing/renting equipment.
- Ability to operate a cash register and handle cash/cashless transactions.
- Ability to follow oral and written instructions and basic safety rules to perform routine facility support tasks.

5. Others:

- Experience in supporting events, recreational tournaments, or league administration is desirable.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: Monday - Friday
- Off Days: Saturday and Sunday
- Work Schedule: 1400 - 2300 (Recess:1900 - 2000)

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the LN Staffing Section, CPO.

Main Duties

1. Front Desk & Facility Operations

Responsible for manning the customer service desk within the bowling center. Assigns lanes to be used, operates the bowling scoring system along with the bowling music network system. Handles customer transactions, including renting shoes and selling items from the pro shop. Opens and closes the bowling facility.

2. Event & League Administration

Assists in advertising and recruiting participants for leagues, tournaments, special events, and open play activities. Assists in scheduling and administering these activities in the capacity of league secretary or tournament director.

3. Inventory & Maintenance Support

Conducts inventories of pro shop items and may be required to inventory snack bar resale items, facility equipment, and other supply items.

4. Customer Instruction & Staff Coordination

Demonstrates and instructs participants on the proper use of equipment and provides guidance and instruction on bowling techniques

Minimum Qualification								
1. Position Title and Number: Radio and Television Maintenance Man # 2353 DMA/SCOI AFN Pacific					2. Basic Wage Table, Grade, and LPL: BWT 2-8, LPL-2			
3. Language Proficiency Level Requirement: LPL-2								
LPL	TOEIC	ALCPT(LD) ~8 Feb 16	ALCPT 8 Feb 16~	TOEFL			CASEC	EIKEN
2	550-729	66-75	75-89	PBT 460-549	CBT 140-209	iBT 50-79	560-869	2nd
4. Knowledge, Skills, and Experience: - Work experience in computer-based broadcasting equipment maintenance and repair. - Skills in conducting computer repair, upgrade, and trouble shooting. - Skill to perform clerical duties.								
5. License Requirement: Current possession of Ordinary Vehicle Driver's License. (Not automatic transmission limited)								
7. Other: Graduation from a department such as Information, Electronic or Communication Technology is desirable.								
Remarks: The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.								
Work Schedule: - Work Hours: 40 hours/ week - Workdays: Mon-Fri - Work Schedule: 0730-1630								
Main Duties								
Serves as a Broadcast and Telecommunications Specialist for American Forces Network, Pacific (AFNP). Understands AM/FM frequencies, transmitter communications, studio to link (STL), network streaming, knowledge of analog and digital circuits and understanding of drawings, and electronic principles to ensure the integrity and continuity of broadcasting capabilities in accordance with AFNP, Defense Media Activity (DMA), and Japan's technical performance standards.								
Possess a basic understanding of Information Technology to perform computer-based broadcast equipment installation, maintenance/testing, and documentation.								
Confirm the configurations of audio and video media management software utilized to disseminate community command and control and entertainment throughout the region.								

Minimum Qualification 採用基準	
1. Position Title, Number／職種名、職番: Electrical Lineman, 電線工, #2090 374 CES/CEOFE (Electrical Shop) 施設中隊（電気ショップ）	2. Basic Wage Table, Grade／ 基本給表、等級 BWT 2-07 2 表 7 等級
3. Knowledge, Skill and Experience／知識、技能、職務経験： - Work experience in performing maintenance, repair and installation of electrical distribution and control system. 配電および制御システムの保守、修理、設置の実務経験。 - Skills to maintain and repair lighting system is desirable. 照明システムの保守・修理スキルがあることが望ましい。	
4. License Required／必要免許: **要証明証添付** - Current possession of a valid 2nd Level Electrician's License (Denki Koji-shi 2 shu) 電気工事士2種免許証 - Current possession of a valid ordinary manual shift driver's license. 普通自動車運転免許（オートマ限定不可）	
Work schedule : - Work Hours: 40 hours / week 週40時間 - Workdays: Mon - Fri 勤務日: 月曜-金曜日 - Work Schedule: 07:30-16:15 勤務時間: 07:30-16:15 - Recess: 11:30-12:15 休憩時間: 11:30-12:15	
Remarks: The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Flight. 監督者からのリクエストにより、勤務場所・部署・勤務時間が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。	
Main Duties 主な仕事	
Performs work involved in the maintenance, repair and installation including extension or replacement of overhead and underground electrical distribution and control systems.	
Erects and aligns poles, climb pole: up to and installs or replaces crossarms, brackets, brass, insulators, cutout switches.	
Maintains airfield lighting and equipment such as runway, taxiway, approach lighting, isolation transformers, and regulators/transformers at the airfield vault.	
Performs related or other related or incidental duties as assigned.	
架空および地下配電・制御システムの延長や交換を含む、保守、修理、設置に関わる業務を行う。	
電柱を立て、整列させ、電柱に登り、クロスアーム、ブラケット、真鍮、絶縁体、カットアウトスイッチを設置または交換する。	
滑走路、誘導路、進入路照明、絶縁変圧器、調整器／変圧器など、飛行場の照明や設備を飛行場保管庫で維持管理する。	
その他、任命された関連業務、または付随する業務を遂行する。	

Minimum Qualification 採用基準	
1. Position Title／職種名： Fuel Distribution System Mechanic 燃料配給組織機械工 374 CES/CEOIU 施設中隊	2. Basic Wage Table, Grade/ 基本給表、等級： BWT 2-07 2 表 7等級
3. Knowledge, Skills, and Abilities/知識、技能、能力： - Knowledge and skill in the operations of fuel distribution systems. 燃料配給システムの操作を行う知識と技能。 - Skills to perform preventive maintenance on fuel distribution system, inspect system and repair/replace system components. 燃料供給システムの予防保全を実施し、システムの点検およびシステム部品の修理・交換を行うスキル。 - Experience of basic clerical duties to maintain record of inspections. 検査記録の管理に関する事務業務の経験	
4. License Requirement／必要資格等： - Current possession of valid ordinary vehicle driver's license. (not automatic transmission limited). 普通自動車運転免許証（オートマ限定不可） - Current possession of the Second-Class Electrician License - Japan 第二種電気工事士免許を保有していること（日本）	
5. Other/その他： Performing duties exposed to loud noise, dust, heat, sparks from height-temperature welding, chemical fumes, etc., and extreme weather (hot/cold/snow/rain/strong wind), shift and irregular schedule work if needed. 騒音、粉塵、高温、高温溶接による火花、化学物質の煙などにさらされる業務、および極端な気象条件（暑さ・寒さ・雪・雨・強風）下での業務、ならびに交代勤務や不規則な勤務スケジュールの場合がある。	
Work Schedule/勤務時間： - Work Hours: 40 hours / week 勤務時間：週40時間 - Workdays: Mon - Fri 勤務日：月 - 金 - Work Schedule: 07:30-16:15 勤務時間：07:30-16:15	
Remarks: The duty location/section/work schedule may be changed at management's request. For any question or concern, please contact the JN Staffing Section. 監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください	

Main Duties 主な仕事
Performs preventative maintenance on liquid fuel distribution systems which are used for storing, distribution, and dispensing conventional fuels.
Maintains, troubleshoots and repairs electrical components affecting and related to the operation of liquid fuel distribution systems. Performs job orders (WTs) for installation, repair, and alteration of electrical and fuel distribution and dispensing system components. Performs electrical inspection of electro-mechanical components.
Updates, records, and maintains inspections, maintenance, and repairs of liquid fuel distribution system equipment and components, as required by regulations and manufacturer recommendations.
従来の燃料の貯蔵、供給、および給油に使用される液体燃料供給システムに対し、予防保全を実施する。
液体燃料供給システムの稼働に影響を及ぼす、またはこれに関連する電気部品の保守、トラブルシューティング、および修理を行う。電気および燃料供給・給油システム部品の設置、修理、改造に関する作業指示書（WT）に基づく作業を実施する。電気機械部品の電氣的検査を行う。
規制およびメーカーの推奨事項に基づき、液体燃料供給システムの機器および構成部品の点検、保守、修理に関する情報を更新、記録、および管理する。

Minimum Qualification 採用基準	
1. Position Title, Number／職種名、職番: Electrician, 電気工 #2094 374 CES/CEOFA (Fire Alarms)	2. Basic Wage Table, Grade／ 基本給表、等級 BWT 2-07 2 表 7 等級
3. Knowledge, Skill and Experience／知識、技能、職務経験: - Knowledge and skills to maintenance of electrical wiring system and related electrical equipment. 電気配線組織や関連する電気機器の整備・保守を行う知識と技能。 - Experience in maintenance of fire alarm systems and protection equipment is desirable. 火災警報システムや防火設備機器の修理経験が望ましい。 - Understanding of basic level of English Language is desirable. 基礎レベルの英語を理解出来る事が望ましい。	
4. License Required／必要免許: - Current possession of a valid Electrician's License (Denki Koji-shi 2nd Level). 電気工事士2種免許証 - Current possession of Ordinary Vehicle Driver's License. (not automatic transmission limited) 普通自動車運転免許（オートマ限定不可）	
Work schedule : - Work Hours: 40 hours / week 労働時間: 週40時間 - Workdays: Mon - Fri 勤務日: 月～金曜日 - Work Schedule: 0730-1615 ワークスケジュール: 07:30-16:15 - Recess: 11:30-12:15 休憩時間: 11:30-12:15	
Remarks: The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Flight. 監督者からのリクエストにより、勤務場所・部署・勤務時間が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。	
Main Duties 主な仕事	
Performs various duties to maintain the Fire Alarm System and Fire Protection equipment installed in the base facilities and housing complexes.	
Uses and maintains various types of hand and/or power tools, such as screwdrivers, pliers, wire cutters, soldering irons, cable pullers, hydraulic benders, and pipe threading machines.	
Performs other related or incidental duties as assigned.	
基地内の各種施設、住宅に設置されている火災警報システムや防火設備の整備に伴う様々な作業を行う。	
ドライバー、ペンチ、ワイヤーカッター、はんだごて、管用ねじ切り等の様々な手工具、電動式工具を使う。 (意訳)	
その他、割り当てられた関連業務または付随業務を遂行する。	

Minimum Qualification 採用基準	
1. Position Title, Number／職種名、職番： Refrigeration and Air-Conditioning Mechanic 2240 冷蔵及び空気調節機械工、 374CES/CEOIH 施設中隊 (HVAC)インフラストラクチャー	2. Basic Wage Table, Grade／ 基本給表、等級 BWT 2-07 2 表 7 等級
3. Knowledge, Skills and Experience／知識、技能と職務経験： Work experience in maintaining and repairing refrigeration and air conditioning equipment and systems. 冷蔵・空調機器及びシステムの保守・修理に関する実務経験。	
4. Required License and Certification／必要免許及び修了証： - Gas Welding Certificate ガス溶接技能認定証 - High Pressure Gas Class 3 Refrigeration Certificate. 高圧ガス第三種冷凍機器責任者資格 - Current possession of Ordinary Vehicle Driver's License (Manual Transmission vehicle License is desirable). 現在有効の普通自動車運転免許証（マニュアル車の運転免許であれば尚可）	
Work schedule : - Work Hours: 40 hours / week 週 4 0 時間 - Workdays: Mon - Fri 月～金曜日 - Work Schedule: 730-1615 7 : 3 0 – 1 6 : 1 5	
Remarks: - This is a target grade. Depending on the applicant's qualification, they will be hired at BWT 2-6 level as a Refrigeration and A/C Mechanic Advanced Trainee and will acquire the necessary skills and obtain the required qualifications. これは目標等級です。応募者の資格に応じて、2表6等級の「冷蔵及び空気調節機械工 上級技能見習工」として採用され、必要な技術を習得し、所定の資格を取得することになります。 - The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section. 勤務地・部署・勤務スケジュールは、監督者の要請により変更される場合があります。ご質問やご不明な点がございましたら、人事部雇用課までお問い合わせください。	
Main Duties 主な仕事	
Maintains refrigeration and air conditioning systems and refrigerated water-cooling units by conducting periodical inspections of equipment to ascertain proper cooling operations. Conducts repair work based on the work order requests received.	
各種冷蔵及び空気調節システムの装置や水冷装置の定期点検・メンテナンス作業を行い、各装置並びにシステムを正常な状態に保つ。	

1. Position Title, Number/職種名、職番： Refrigeration and Air-Conditioning Mechanic - Advanced Trainee 2223 冷蔵及び空気調節機械工 上級技能見習工	2. Basic Wage Table, Grade /基本給表、職番、等級： BWT 2-06, 2 表 6 等級
3. Knowledge, Skills and Experience／知識、技能と職務経験： - Basic knowledge and practical experience in the maintenance and inspection of machinery and equipment systems. 機械・設備システムの保守・点検に関する基礎知識と実務経験。 4. Required License and Certification／必要免許及び修了証： - Gas Welding Certificate (Requires the certification before employment date) ガス溶接技能認定証。（採用日までに取得済みであること） - High Pressure Gas Class 3 Refrigeration Certificate must be obtained within three years. 3年以内に高圧ガス第三種冷凍の資格を取得する必要がある - Current possession of Ordinary Vehicle Driver's License (Manual Transmission vehicle License is desirable). 現在有効の普通自動車運転免許証（マニュアル車の運転免許であれば尚可）	
Main Duties 主な仕事	
This is developmental position. The duties performed are identical to the Refrigeration and Air-Conditioning Mechanic, BWT 2-7 level, expect that the employee will receive more supervision and adequate training. The incumbent works closely with the supervisor in performing the duties of the full performance.	
見習工としての職種。職務内容は冷蔵及び空気調節機械工、BWT2-7と同様、従業員は適切な監督の下で目標レベルの訓練を受けながら職務を行う。	

Minimum Qualification 採用基準	
1. Position Title, Number/職種名、職番: Plumber, #2218 配管工 2218番 374 CES/CEOHS 施設中隊	2. Basic Wage Table, Grade/ 基本給表、職番、等級 BWT 2-06 2表6等級
3. Knowledge, Skills, and Experience/知識、技能、能力: - Knowledge and skills to perform maintenance and repair of various type of plumbing system. 様々な配管システムの維持管理や修理を行う知識と技能。 - Understanding of basic level of English Language is desirable. 基礎レベルの英語を理解出来る事が望ましい。	
4. License Requirement/必要免許: Current possession of a valid ordinary vehicle driver's license. (Not automatic transmission limited) 現在有効な普通自動車運転免許証(オートマ限定不可)	
5. Other/その他 The following working conditions are not a daily occurrence but common and expected: 下記の労働環境での業務を行う場合があります。 -Working at heights 高所での作業 -Exposed to loud noise, dust, heat, sparks from high-temperature welding, chemical fumes, etc. 大きな騒音、粉塵、熱、高温溶接による火花、化学ガス(ヒューム)等にさらされる環境 -Extreme weather (hot/cold/snow/rain/strong wind) 極端な天候(暑さ、寒さ、雪、雨、強風)下での作業 -Shift and irregular schedule work 交代制勤務(シフト勤務)および不規則な勤務スケジュール	
Work Schedule - Work Hours: 40 hours/ week 勤務時間: 週40時間 - Workdays: Monday-Friday 勤務日: 月曜日～金曜日 - Work Schedule: 730 – 1615 勤務時間: 730 – 1615	
Remarks The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section. 監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。	
Main Duties 主な仕事	
Performs scheduled facility visits and accomplish recurring work, minor maintenance and repair and selected work orders. Inspects, maintains and repairs base water systems to include 300K linear feet (LF) of water distribution lines systems and seven sewage lift stations.	
定期的な施設巡回を実施し、繰り返しの定常作業、軽微な保守・修理、および選択された作業指示書(ワークオーダー)を遂行する。30万リニアフィート(LF/約91,440メートル	

ル)の配水管システムおよび7基の汚水リフトステーション(揚水ポンプ場)を含む、基地の上水道システムの検査、保守、修理を行う。
Maintains, repairs, and inspects fire hydrants, fire suppression systems and backflow prevention devices.
消火栓、消火システム(スプリンクラー等)、および逆流防止装置の保守、修理、検査を行う。
Provides technical support to work centers for infrastructure systems and coordinates on multi-craft projects. Maintains and repairs manholes, 180K LF of base sanitary sewer systems and seven sewage lift stations.
インフラシステムに関する技術的サポートを各ワークセンター(現場)に提供し、複数職種が関わる複合プロジェクトの調整を行う。マンホール、18万リニアフィート(LF / 約54,860メートル)の基地下水道システム、および7基の汚水リフトステーションの保守、修理を行う。
Installs, tests, troubleshoots, maintains and repairs pipe systems to conduct hot and cold water, fire protection, sewage, and industrial waste. Installs and maintains pipes located above/below ground, also in, on, and between walls and ceilings.
温水、冷水、防火、下水、および産業廃棄物を送るための配管システムの設置、テスト、トラブルシューティング、保守、修理を行う。地上・地下、ならびに壁や天井の内部、表面、中間に配置された配管の設置および保守を行う。
Monitors and performs maintenance on wastewater pumping equipment located at lift stations, oil/water separators and fish ponds to ensure all facility equipment operate properly.
すべての施設機器が適切に動作することを確認するため、リフトステーション(揚水ポンプ場)、油水分離槽、および魚の池に設置されている廃水ポンプ装置の監視および保守を行う。
Responsible for conducting safe work operations for self, coworkers, customers, and pedestrians.
自身、同僚、顧客、および歩行者の安全な作業環境を確保する責任を負う。
Performs other related or incidental duties as assigned.
その他、指示に応じて、その他関連業務または付随する業務を遂行する

Minimum Qualification 採用基準	
1. Position Title, Number/職種名、職番： Painter, #2206 塗装工, 2206番 374CES/CEOHS 施設中隊	2. Basic Wage Table, Grade / 基本給表、等級： BWT 2-06, 2表 6等級
3. Knowledge and Experience/知識と職務経験： - Work experience of painting various object and interior/exterior of structures. 様々な物体の塗装、および建物内/外装の塗装業務の実務経験。 - Knowledge of preparing surfaces of prior to painting. 塗装前の下地処理に関する知識。 - Operate PC and proficient in basic English are desirable. パソコンの操作ができ、基本的な英語力があることが望ましい。	
4. License Requirement/必要免許： Current possession of a valid Ordinary Vehicle Driver's License. (Automatic Transmission only is not allowed) 普通自動車運転免許（オートマ限定不可）	
4. Others/その他： Working at heights, exposed to loud noise, dust, heat, sparks form high-temperature welding, fumes, extreme weather (hot/cold/snow/rain/strong wind), and early morning work schedule. 高所での作業、騒音・粉塵・熱・高温溶接による火花・ガス（煙・蒸気）にさらされる環境、過酷な気象条件（酷暑／極寒／雪／雨／強風）、早朝からの勤務スケジュール等への対応が可能なこと。	
Work schedule： - Work Hours: 40 hours / week 週40時間勤務 - Workdays: Mon - Fri 勤務日：月-金曜日 - Work Schedule: 07:30-16:15 勤務時間：07:30-16:15	
Remarks: The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the LN Staffing Section. 監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。	
Main Duties /主な仕事	
Performs major painting duties and responsibilities to include prepares surfaces prior to painting interior and exterior structures, road markings and airfield/runway markings.	

Perform and manage the Inventory of tools, materials, solvents, and paint utilizing software programs
Performs minor carpentry assistance to include erects new structures and modifies existing facilities as required.
Performs minor locksmith assistance to include installs lock systems in and on metal and wood door systems.
Performs minor welding assistance to include lays out work plans using blueprints, sketches and/or other written/verbal instructions.
Performs other related or incidental duties as assigned.
内装・外装構造物、道路標示、および飛行場・滑走路の標示の塗装に先立ち、下地処理を行うなど、塗装業務の主要な職務と責任を遂行する。
ソフトウェアプログラムを活用して、工具、資材、溶剤、塗料の在庫管理を行う。
必要に応じて、新しい構造物の設置や既存施設の改修など、軽微な大工作業の補助を行う
金属製および木製ドアシステムへの錠前システムの取り付けなど、軽微な錠前作業の補助を行う。
軽微な溶接補助業務を行う。これには設計図、スケッチ、および/またはその他の書面・口頭による指示を用いて作業計画を策定することが含まれる。
その他、割り当てられた関連業務または付随業務を遂行する。

Minimum Qualification 採用基準	
1. Position Title, Number／職種名、職番： Boiler Plant Operator, #2049 ボイラー装置操作工 374 CES/CEOIH 施設中隊	2. Basic Wage Table, Grade 基本給表、等級： BWT 2-06 2 表 6 等級
3. Knowledge, Skills, and Abilities／知識、技術、能力： Work experience in operating boiler plant or related system is desirable. ボイラー装置及び関連システムを操作する職務経験があれば望ましい。	
4. License and Certification Requirement／必要資格等： - Current possession of a Second-Class Boiler License or passes of examination of Second-Class Boiler Operator (Requires the license before employment date). 2 級ボイラー技士免許または 2 級ボイラー技士免許試験合格（採用日までに要免許取得） - Current possession of Ordinary Vehicle Driver's License (not automatic transmission limited) is desirable.) 普通自動車運転免許（オートマ限定不可があれば望ましい）	
Work schedule： - Work Hours: 160 hours/month (average 40 hours/week) 勤務時間：月160時間(平均週40時間) - Workdays: Rotating shift 勤務日：交代勤務制 - Work Schedule: Rotation of 3 days of 1800-700, 2 days off, 2 days of 630-1830, 1 day off (10 hours workday twice a month for adjustment) 勤務時間：3日間の1800-0700勤務、2日間休み、2日間の0630-1830勤務、1日休みを繰り返す (ただし月2回10時間勤務により時間調整をする)	
Remarks: The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section. 監督者からの要求により勤務場所・部署・就業計画が変わる可能性があります。ご質問や不明な点がございましたら人事部雇用課までお問い合わせください。	
Main Duties 主な仕事	
Prepares and maintains various types of oil fired boilers and auxiliary equipment to generate steam; monitors safety controls, regulators, and automatic equipment; makes manual adjustments to correct steam pressure, fuel-air ratio and other operating factors; performs preventive maintenance on tools and equipment; accurately reads gauges and meters and records boiler operating data on operating logs as required; provides status of ongoing operations to Foreman; coordinates with Foreman to accommodate unforeseen emergencies such as boiler failure and emergency repairs.	
Exercises safe operation; ensures tools, equipment, parts and supplies are in good working conditions and used properly; reports all unsafe conditions, mishaps to Foreman. Maintains a clean job environment. Complies with all hazardous waste accumulation and disposal procedures, annual maintenance and inspection, and Lock-Out/Tag-Out programs.	

Minimum Qualification 採用基準	
1. Position Title, Number／職種名、職番: Preventive Maintenance Worker 2426 建物保守作業工 374 CES/CEL 施設中隊 ハウジングメンテナンス	2. Basic Wage Table, Grade／ 基本給表、職番、等級 BWT 2-06 2表6等級
3. Experience and Abilities／経験、能力: - Experience in carpentry, masonry, painting or other related duties. 大工仕事、左官仕事、塗装またはその他の関連業務の経験。 - Ability to perform installing, testing and repairing of water pipe system. 水道管システムの設置、試験、修理を行う能力。	
4. License and Certificate Requirement／必要資格等: Current possession of a valid Ordinary Vehicle Driver's License. (Automatic Transmission only is not allowed) 普通自動車運転免許証を所持していること(オートマチック車限定の免許は不可)	
5. Others／その他: Working at heights, exposed to loud noise, dust, heat, sparks from height-temperature welding, chemical fumes, extreme weather (hot/cold/snow/rain/strong wind), shift and irregular schedule work. 高所作業、騒音、粉塵、高温、高温溶接による火花、化学物質の煙、極端な気象条件(暑さ・寒さ・雪・雨・強風)への曝露、シフト勤務および不規則な勤務スケジュール。	
Work Schedule - Work Hours: 40 hours/ week 勤務時間: 週40時間 - Workdays: Monday-Friday 勤務日: 月曜日～金曜日 - Work Schedule: 730 – 1615 勤務時間: 730－1615	
Remarks The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section. 監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。	
Main Duties 主な仕事	
Performs carpentry, masonry and painting duties. Scrapes/sands off old paint, rust, dirt, and dust on wooden, metal and masonry surfaces and other fixtures prior to starting job.	
Installs, tests, trouble shoots and repairs pipe systems designed to conduct flow of hot and cold water, sewage and industrial waste located above, under and on the ground, walls and ceilings.	
大工仕事、左官仕事、塗装業務を行う。作業開始前に、木材、金属、石造りの表面やその他の設備について、古い塗料、錆、汚れ、ほこりを削り取ったり、紙やすりで磨いたりする。	
地上、地下、壁面、天井の上下および表面に設置された、温水・冷水、下水、および産業廃棄物の流れを導くための配管システムの設置、試験、トラブルシューティング、および修理を行う。	

Minimum Qualification 採用基準	
1. Position Title, Number／職種名、職番: Plumber, #2218 配管工 2218番 374 CES/CEOIU 施設中隊	2. Basic Wage Table, Grade／ 基本給表、職番、等級 BWT 2-06 2表6等級
3. Knowledge, Skills, and Experience／知識、技能、能力: - Knowledge and skills to perform maintenance and repair of various type of plumbing system. 様々な配管システムの維持管理や修理を行う知識と技能。 - Understanding of basic level of English Language is desirable. 基礎レベルの英語を理解出来る事が望ましい。	
4. License Requirement／必要免許: Current possession of a valid ordinary vehicle driver's license. (Automatic transmission limited is acceptable) 現在有効な普通自動車運転免許証(オートマ限定可)	
Work Schedule - Work Hours: 40 hours/ week 勤務時間: 週40時間 - Workdays: Monday-Friday 勤務日: 月曜日～金曜日 - Work Schedule: 730 – 1615 勤務時間: 730－1615	
Remarks The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section. 監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。	
Main Duties 主な仕事	
Inspects, maintains and repairs base water systems to include 300K linear feet (LF) of water distribution lines systems and seven sewage lift stations. Maintains, repairs, and inspects fire hydrants, fire suppression systems and backflow prevention devices. Provides technical support to work centers for infrastructure systems and coordinates on multi-craft projects.	
Coordinates with controller for job assignment and provides specific information as to whether job is completed or not.	
300K リニアフィート(LF)の配水管システムと7つの下水リフトステーションを含む、基本給水システムの検査、保守、修理。消火栓、消火システム、逆流防止装置の保守、修理、検査。インフラシステムの作業センターに技術サポートを提供し、複数の技術を要するプロジェクトの調整を行う。	
コントローラと仕事の割り当てを調整し、仕事が完了したかどうかの具体的な情報を提供する。	

Minimum Qualification

1. Position Title, Number:
Cook #2038
374FSS/FSWL (Tama Lodge)

2. Basic Wage Table, Grade, and LPL:
BWT 2-05, LPL-1 (IHA)

3. Language Proficiency Level (LPL) Requirement: 1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Knowledge, Skills, and Abilities:

- 3+ years of experience in food preparation and cooking for customers.

5. Others:

- Culinary license/certificate preferred.

Work Schedule:

- Work Hours: 40 hours / week
- Work Days: 5 Days / week
- Days Off : Monday and Tuesday / Tuesday and Wednesday.
- Work Schedule: Shift Schedule
0545-1430 / 0645-1530 / 0945-1830 / 1045-1930 / 1145-2030 (Recess: 45 min)

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Prepares and cooks a variety of menu items including breakfast, lunch, dinner entrees and desserts using standard recipes and cooking techniques. Evaluates varieties of raw and cooked food items to determine if they are fresh and whether cooked foods are done by their appearance, consistency, texture, and temperature. Plans, coordinates, and times work assignments to assure food items are prepared on time and are at the proper temperature.

Uses, maintains and cleans tools to include toasters, steamers, meat slicers, warmers, electric/gas ovens/burners, and microwave ovens. Cleans equipments, and assigned areas utilizing health, safety and sanitation practices, procedures, rules and regulations to maintain a safe and clean work environment.

As required removes empty dishes from tables/ counters after customers are finished and clean the table area. Maintains the required level of sanitation and cleanliness of work areas at all times. Attends training sessions provided by the management intended to enhance job performance.

Minimum Qualification

- | | |
|--|---|
| 1. Position Title:
Cook #2038
374FSS/FSBE-X2 (Enlisted Club) | 2. Basic Wage Table, Grade and LPL:
BWT 2-05 LPL: 1 (IHA) |
|--|---|

3. Language Proficiency Level (LPL): 1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Knowledge, Skills, and Abilities:

- Professional cooking experience preparing a wide variety of menu items from raw ingredients, following standard recipes.
- Ability to assist the supervisor in oversight and provide direction in the kitchen.

5. Others:

- Requires obtaining Food Handler's Certificate and/or taking food handler's training.

Work Schedule:

- Work Hours: 40 hours / week
 - Work Days: 5 days / week
 - Work Schedule: Shift Schedule
 1. 0530-1430 (Recess: 1130-1230)
 2. 0600-1500 (Recess: 1200-1300)
 3. 0800-1700 (Recess: 1400-1500)
 4. 1230-2130 (Recess: 1600-1700)
- *Work schedule and rest days are subject to change

Remarks:

- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

As a senior cook, assists the supervisor in oversight and providing direction in the kitchen. Monitors individual work schedules, oversees preparation of a full range of raw or precooked foods; provides on-the-job training to subordinate cooks on food preparation and associated topics, food standards and utilization of leftovers to ensure that the skill and knowledge are enhanced and up to date.

Prepares and cooks a variety of menu items including regular and special diet entrees and dessert items using standard recipes and cooking techniques. Evaluates varieties of raw and cooked food items to decide if they are fresh and whether cooked foods are done by their appearance, consistency, texture, and temperature. Plans, coordinates, and times work assignments to assure food items are prepared on time and are at the proper temperature.

Cleans and/or oversees cleaning of the food preparation area and cooking utensils routinely in accordance with sanitation standards. Ensures the food facility health inspections meet or exceed the grading standard of satisfactory or higher as determined by routine health inspections.

Minimum Qualification								
1. Position Title, Number: Bartender, #2200 374FSS/FSBE-X3 (Enlisted Club)					2. Basic Wage Table, Grade and LD: BWT 2-04, LPL-1 (IHA)			
3. Language Proficiency Level (LPL): 1								
LPL	TOEIC	ALCPT(LD) ~8 Feb 16	ALCPT 8 Feb 16~	TOEFL			CASEC	EIKEN
1	400-549	51-65	65-74	PBT 430-459	CBT 120-139	iBT 40-49	475-559	Pre-2nd
4. Work Experience: Experience in the food and beverage service is required.								
Work Schedule: - Work Hours: 40 hours/ week - Work Days: 5 days/ week (Depends on shift schedule) - Work Schedule: 1. 13:00-22:00 (Recess: 16:00-17:00) 2. 15:00-24:00 (Recess: 19:00-20:00) 3. 16:00-01:00 (Recess: 20:00-21:00) 4. 17:15-02:15 (Recess: 21:15-22:15) 5. 17:30-02:30 (Recess: 22:00-23:00) **Work schedule and rest days are subject to change**								
Remarks: The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.								
Main Duties								
Mixes and serves all types of alcoholic and non-alcoholic beverages for the customers by following a variety of established recipes and caters to their specific requests. Delivers beverages and food orders to bar waiters or serves directly to the patron when necessary.								
Conducts inventories to keep track of shelf life dates; inspects boxes, bottles, etc. to determine any damage to stored products. Maintains records and documents for all alcoholic, non-alcoholic beverages and liquors on a monthly basis to ensure that the supplies of handled beverage items are ample. Prepares lists of stocked items when requested by the supervisor and/or upper management.								

Minimum Qualification	
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1. Position Title, Number
Fire Protection Inspector, #3114
374CES/CEFP

**2. Basic Wage Table, Grade, LPL:
BWT 3-04, LPL-2**

BWT 3-04, LPL-2

4. Language Proficiency Level (LPL): **LPL-2**

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

5. Knowledge, Skills, and Abilities:

- Incumbent must possess comprehensive understanding of DOD, NEPA, UFG, and

- Incumbent must possess comprehensive understanding of DOD, NFPA, UFC, and local fire protection regulations to independently conduct facility inspections and enforce life safety codes.
- The position requires strong technical reporting skills using standard office software, alongside the ability to independently develop and deliver effective public fire safety education programs.
- Must be able to perform Cardiopulmonary Resuscitation (CPR)

6. License requirement:

- Current possession of a valid Ordinary Vehicle Driver's License with manual transmission.

7. Certifications:

- The incumbent is expected to hold and maintain all mandatory professional

- The incumbent is expected to hold and maintain all mandatory professional certifications: IFSAC/Pro Board First Responder Inspector, Fire Inspector, Public Fire and Life Safety Educator, HazMat Awareness, HazMat Operations

Work schedule:

- Work Hours: 10 hours/week

- Work Hours: 40 hours/week
- Workdays: Mon-Fri
- Work Schedule: 07:00 – 16:15
- Recess: 11:30-12:15

Remarks:

- This is a target grade. Selection maybe made at a developmental position as Fire Inspector, BWT 3-3, LPL-1 depending on qualification of applicant.
- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties	
1. Manage the day-to-day operations of the company, ensuring that all departments are functioning efficiently and effectively.	
2. Develop and implement business strategies to achieve the company's long-term goals and objectives.	
3. Oversee the financial performance of the company, including budgeting, forecasting, and financial reporting.	
4. Monitor and evaluate the performance of the company's employees, providing feedback and coaching as needed.	
5. Represent the company at industry conferences, trade shows, and other external events.	
6. Identify and develop new business opportunities, including partnerships and collaborations.	
7. Ensure compliance with all applicable laws, regulations, and industry standards.	
8. Foster a positive and productive work environment, promoting employee engagement and retention.	
9. Manage the company's reputation and public relations, addressing any crises or negative publicity.	
10. Stay up-to-date on industry trends and developments, adapting the company's strategy accordingly.	

Main Duty 1. Performs periodic fire inspections: Conducts inspections for all installation areas where the potential severity and expectancy for fire is high and involves hazards that are difficult to recognize and, once identified, require advanced or innovative methods to reduce or eliminate them. Locates, identifies, and isolates actual or potential fire hazards and fire safety deficiencies and initiates appropriate corrective action.

Main Duty 2. Fire Prevention and Life Safety Public Education & Community Outreach:

The incumbent develops, coordinates, and conducts comprehensive fire protection and life safety education programs for the installation. They regularly disseminate critical safety information through digital and print channels, including social media, base bulletins, and community orientations. Additionally, the inspector partners with building custodians and facility managers to establish and monitor facility-level fire prevention protocols. To promote command safety goals, they design and deliver targeted training sessions and lead major community outreach campaigns, such as Fire Prevention Week and open house events, for diverse audience groups.

Main Duty 3. Corrects fire suppression system deficiencies: Maintains close checks on newly installed systems to ensure installation and performance follow established standards.

Main Duty 4. Reviews construction plans: Recommends changes and additions to ensure plans include appropriate fire protection requirements in agency regulations, Unified Facilities Criteria (UFCs), National Fire Protection Association (NFPA) building codes, and other applicable guidelines. Attends preconstruction conferences to brief contractors on their fire protection/prevention responsibilities while working on the base.

Main Duty 5. Develops and maintains documentation: Develops fire prevention inspection schedules and folders on assigned facilities, including information on hazards, pre-fire plans, risk assessment, and regularly scheduled and special inspections. Additionally, approves or disapproves the issuance of various permits such as welding/cutting, open burning, and fuel transfer operations.

Main Duty 6. Health and Safety compliance: Understands and complies with health, safety, and environmental rules/procedures, while performing work in a manner that produces a safe work environment

Main Duty 7. Attends Fire Department roll call and office meetings. Translates fire prevention correspondence to GOJ representations and contractors. Performs other related or incidental duties as assigned.

1. Position Title, Number
Fire Inspector, #3108
374CES/CEFP

2. Basic Wage Table, Grade, LPL:
BWT 3-03, LPL-1

4 Language Proficiency Level (LPL): **LPL-1**

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-459	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

5. Knowledge, Skills, and Abilities:

- Incumbent must possess basic administrative and computer skills (including Microsoft Office) alongside the strong communication abilities required to support public safety education. The position demands the aptitude to learn basic fire codes through hands-on, on-the-job training (OJT).
- Crucially, the member must demonstrate the capacity to aggressively pursue and obtain all mandatory professional certifications required for promotion to BWT 3-4.
- Must be able to perform Cardiopulmonary Resuscitation (CPR)

6. License requirement: • Current possession of a valid Ordinary Vehicle Driver's License with manual transmission.
7. Certifications: • As a condition of employment, the incumbent must be able to obtain IFSAC/Pro Board First Responder Inspector, Fire Inspector, Public Fire and Life Safety Educator, HazMat Awareness, and HazMat Operations Certifications within 19 months from hiring date (first month is for on-boarding)
Main Duties
Assists conducting regular and periodic fire protection inspections for all areas of the installation and four satellite sites where the potential severity and expectancy for fire is high and involves hazards that are difficult to recognize; once identified, follows up with each organization to close findings.
Works with higher graded specialist to develop and maintain a variety of documentation such as fire prevention inspection schedules and facility files on assigned facilities.
Assists reviewing engineering plans and specifications for new construction, alteration, and extension of existing structures for the purpose of recommending changes and additions to ensure plans include appropriate fire protection requirements as called for in agency regulations, National Fire Protection Association (NFPA) building codes, and other applicable guidelines.
Attends Fire Department roll call and office meetings. Translates fire prevention correspondence to GOJ representations and contractors.
Performs other related or incidental duties as assigned.

Minimum Qualification

1. Position Title, Job Number, Organization:
Guard #3001
374 SFS/S3O

2. Basic Wage Table, Grade, and LPL:
BWT 3-1, LPL:1

3. Language Proficiency Level (LPL):1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Education level:

- High School Graduate or local equivalent.

5. License Requirement:

- Current possession of a valid Ordinary Vehicle Driver's License.

6. Physical Qualification:

- Physical health and stamina to accomplish job requirements.

7. Other:

- About eight weeks (maybe more) of initial training will be given.

Work Schedule:

- Work Hours: 40 hours / week
- Work Schedule: Day: 0500-1600 / Mid:1700-0400 (Subject to change)
 Nine months rotational schedule with six months of day shifts followed by three months of midnight shifts.
 *Rotating schedule will be set after completion of an initial 8 weeks training.

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Static guard at assigned gates with equipment such as pistols, shotguns, carbine (regular duties require qualification with firearm) Taser, nightsticks, OC (Oleoresin Capsicum) spray etc.; controls vehicle and pedestrian traffic of military and civilian personnel entering and leaving USFJ facilities to ensure safety is maintained for USFJ personnel and facilities. Checks gate passes, vehicle passes, ID cards and other authorizations as required to permit entry into the facility. Provides appropriate written and oral reports of encountered incidents to superiors. Guards will have to drive Security Forces vehicles to and from posting locations and Building 210 (Security Forces Building) due to carrying weapons.

Issues visitors' permits after obtaining necessary clearance from individual or organization involved and ascertaining appropriate documents such as driver's license, passport, or vehicle insurance policy from visitors.

Condition of Employment:

This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

Minimum Qualification

1. Position Title, Number:
Dental Hygienist, #5016
DHA/JLKB000

2. Basic Wage Table, Grade,
 and LPL:
BWT 5-03, LPL: 2

3. Language Proficiency Level (LPL): 2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Abilities:

- Knowledge to examine patient's oral condition and provide dental hygiene treatment.
- Skill in maintaining and sterilizing dental instruments.
- Skill in operating computers and office automation software (e.g., Microsoft Word, Excel, Outlook, etc.) to maintain patient records and confirmation of appointment.
- Ability to conduct training classes of oral hygiene care.

5. License and Certification Requirement:

- Current possession of a Dental Hygienist License.

6. Others:

- Must receive vaccination against Influenza (Flu), Measles, Mumps, Rubella, Varicella, Hepatitis B, and Tetanus after the employment date.

Work Schedule:

- Work Hours: 40 hours / week
- Workdays: Monday - Friday
- Work Schedule: 0700-1600

Remarks:

- The duty location, section, or work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Clean teeth and mouth of patients after examination by a dental officer.

Make appropriate entries in dental electronic records and assist in scheduling and planning appointments.

Instruct patients on proper dental health care and oral hygiene.

Assist the dentist during patient treatment and provide support in other areas of the clinic as needed.

Maintain equipment and ensure the treatment room is kept in a clean condition.

Perform other related or incidental duties as assigned.

Minimum Qualification																															
1. Position Title, Number Management Intern, #0469, 0470, 0415 (Purchasing and Contract Specialist) 374 CONS/PKA					2. Basic Wage Table, Grade, LPL: BWT 1-04 /05/06, LPL-3																										
3. Language Proficiency Level (LPL): 3 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th rowspan="2" style="width: 8%;">LPL</th> <th rowspan="2" style="width: 10%;">TOEIC</th> <th style="width: 10%;">ALCPT(LD)</th> <th style="width: 10%;">ALCPT</th> <th colspan="3" style="width: 20%;">TOEFL</th> <th rowspan="2" style="width: 10%;">CASEC</th> <th rowspan="2" style="width: 10%;">EIKEN</th> </tr> <tr> <th>~8 Feb 16</th> <th>8 Feb 16~</th> <th>PBT</th> <th>CBT</th> <th>iBT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">730-859</td> <td style="text-align: center;">76-85</td> <td style="text-align: center;">90-100</td> <td style="text-align: center;">550-599</td> <td style="text-align: center;">210-249</td> <td style="text-align: center;">80-99</td> <td style="text-align: center;">870~</td> <td style="text-align: center;">Pre-1</td> </tr> </tbody> </table>									LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN	~8 Feb 16	8 Feb 16~	PBT	CBT	iBT	3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre-1
LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN																							
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT																									
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre-1																							
4. Knowledge, Skills, and Experience: - Skilled in operating computers with office automation software, such as Microsoft Word, Excel Outlook, Power Point, etc. - Experience related to the procurement of contracts is desirable. - Knowledge of clerical and administrative duties.																															
5. Education Requirement: Must be graduate of a university or college or junior college or have an equivalent education and/or experience.																															
6. Others: - This is a trainee position. - Must meet regulatory requirement prior to promotion to the next level, (BWT 1-5) and target level (BWT 1-6).																															
Work Schedule: - Work Hours: 40 hours / week. - Workdays: Monday - Friday - Work Schedule: 730 – 1630																															
Remarks: - Period of employment: NTE 30 Jun 2027 *Period is subject to change - Assigned grade may be determined by selectee's qualification and experience. - The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.																															
Main Duties																															
Receives formal and on-the-job training to procure and plan acquisitions for standard or specialized commodity, service, and/or construction requirements, where specifications are typically commercial and established competitive markets and price competition exist. Reviews requisition package for adequacy, consistency, and compliance with administrative, regulatory, and procedural requirements.																															
Executes post award contract performance management actions. Monitors contract performance through site visits, telephone/email conversations/correspondence, inspections, progress reports, and analysis of contractor metrics, for compliance with performance standards, applicable laws, delivery schedules, payment provisions, and other contract terms and conditions.																															

Provides advice and assistance to customers/technical personnel and establishes working relationships with program and contractor management personnel to resolve issues and provide information, when needed.

To satisfy the requirements for promotion to the next target level, trainee must successfully perform at assigned grade level, demonstrate knowledge and understanding of the formal training plan requirements, be able to apply contracting principles and procedures required for assigned areas of responsibility, complete the required Acquisition Professional Development Program courses, and obtain supervisor's recommendation.

Minimum Qualification
採用基準

1. Position Title and Number／職種名、職番：
Power Generating Equipment Repairman, #2381
発電装置修理工
374CES/CEOFF 施設中隊

2. Basic Wage Table, Grade
基本給表、等級：
BWT 2-7 2表7等級

3. Knowledge, Skills, and Abilities ／知識、技術、能力：

- Work experience in maintenance and repairs electrical components such as generators, voltage regulators, governors, starter motors, battery systems, fuel pumps, fuel lines, and oil pumps are desirable.
発電機、電圧調整器、調速機、始動モーター、バッテリーシステム、燃料ポンプ、燃料ライン、オイルポンプなどの電気部品の保守・修理に関する実務経験があれば望ましい。
- Ability to perform repair, replacement, and overhaul of power support system components for any related duties.
動力支援システム部品の修理、交換、オーバーホールを行う能力。

4. License and Certification Requirement ／必要資格等：

- Current possession of Ordinary Vehicle Driver's License (not automatic transmission limited) is desirable.
普通自動車運転免許(AT 限定不可)を所持していることが望ましい。
- Current possession of the Class-2 Electrical License is desirable.
第二種電気工事士免許を所持していることが望ましい。

5. Others ／その他:

- Working at heights, exposure to loud noise, dust, heat, sparks from high temperature welding, chemical fumes, extreme weather (hot/cold/snow/winds), shift and irregular work schedule.
高所作業、大きな騒音、粉塵、熱、高温溶接による火花、化学ヒューム、極端な天候(暑さ／寒さ／雪／風)、交代勤務、不規則なスケジュール。

Work schedule:

- Work Hours: 40 hours/ week 勤務時間: 週40時間
 - Workdays: Monday-Friday 勤務日: 月曜日～金曜日
 - Work Schedule: 730 – 1615 勤務時間: 730 – 1615
- Work schedules are subject to change based on operational conditions.
勤務スケジュールは運営状況により変更される場合がある。

Remarks:

- Period of Limited Term employment: 30 Sep 2027 (Subject to change)
雇用期間: 2027年9月30日まで(期間は変更される場合がある)
- The duty location/section/work schedule may be changed at management's request.
For any questions or concerns, please contact the JN Staffing Section.
監督者からの要求により勤務場所・部署・就業計画が変わる可能性があります。ご質問や不明な点がございましたら人事部雇用課までお問い合わせください。

Main Duties 主な仕事
Installs, inspects, and performs modifications and repairs to electrical power support systems such as electrical combined heat plants, power plants and power distribution equipment. 電気熱併給プラント、発電所、配電設備などの電力供給システムの設置、点検、改造、修理を行う。
Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment. 安全規則・規制に従った安全対策と手順を実施し、安全で清潔な職場環境を維持する。
Operates internal combustion engine-driven power generating equipment such as electric power generators, gasoline engine, diesel engines, water and petroleum distribution pumps, air compressors, frequency converters as required. 発電機、ガソリンエンジン、ディーゼルエンジン、水・石油配給ポンプ、エアコンプレッサー、周波数変換器など、内燃機関駆動の発電設備を操作する。

Minimum Qualification

- | | |
|--|--|
| 1. Position Title, Number:
Housekeeper #2172
374FSS/FSVL (Kanto Lodge) | 2. Basic Wage Table, Grade, and LPL:
BWT 2-03, LPL-1 (IHA/HPT) |
|--|--|

3. Language Proficiency Level (LPL): 1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Physical Qualification:

- Physical health and stamina to accomplish job requirements, such as vacuuming rooms, cleaning bathrooms and replenishing necessary items, etc.
- Requires bending, walking, pushing/pulling, climbing and repetitive motions.
- Requires lifting and carrying supplies and equipment weighing up to 45 pounds (Approx.20 kilos). (* Must state in application forms.)

5. Others:

- Some duties require exposure to the outdoors and weather conditions. The incumbent may be exposed to dirt, and eye irritants from strong cleaning solutions used in household cleaners. Personal protective equipment is provided and must be used.

Work Schedule:

- Work Hours: 28 hours/ week
- Work Days: Friday – Tuesday
- Off day: Wednesday and Thursday
- Work Schedule: 0830-1415 / 0830-1515 (Recess: 1200-1245)

* This position is subject to the possibility of workdays on weekends and holidays, as well as rotating shifts consisting of other than normal duty hours.

Remarks:

- Hourly Pay Temporary: Not to exceed 1 year (subject to change)
- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the LN Staffing Section.

Main Duties

Must possess a welcoming manner and positive attitude; demonstrate effective communication skills; professionally interact with guests; answering guest questions concerning hotel facilities.

Maintains a safe and clean work environment. Performs bed making and linen exchange and room cleaning per Air Force lodging standards.

Performs deep cleaning to include; defrosting refrigerators and freezers, cleaning windows (interior and exterior), replacing and/or cleaning drapes/curtains, moving furniture, and cleaning high touched areas, carpet cleaning, cleaning walls/woodwork, and other tasks.

Loads, unloads, and relocates heavy, bulky items such as furniture, supplies, and linen (clean and dirty) by hand or using carts or similar lifting/carrying devices.

Condition of Employment:

This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

Minimum Qualification

1. Position Title, Number:
Waiter/Waitress #2143
374FSS/FSWL (Tama Lodge)

2. Basic Wage Table, Grade, and LPL:
BWT 2-02, LPL-1 (IHA/HPT)

3. Language Proficiency Level (LPL) Requirement: 1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Physical Qualification:

- Ability to frequently lift and carry objects up to 20 pounds (10 kilograms).
- Ability to perform work requiring moderate to heavy physical effort. which includes continuous standing and walking, and frequent stooping, reaching, pushing, pulling, and bending.

5. Others:

- Customer service experience in any field is preferred.
- Requires taking Food Handler's Training and/or obtaining Food Handler's Certificate.

Work Schedule:

- Work Hours: 24 hours/ week
- Work Days: 3 Days/ week
- Work Schedule: 0630-1515, 0730-1615, 1015-1900, 1200-2045 (Recess: 45 mins)

Remarks:

- Hourly Pay Temporary Employment: Not to exceed 1 year (subject to change)
- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the Local National Staffing Section.

Main Duties

Serves as a waiter/waitress at the dining area, providing service requiring rigid standards of efficiency.

Secures clean linen and silverware, depending on the menu and food to be served. Sets assigned tables.

Receives guests and takes orders. Writes guests' orders or enters into food computers and answers routine questions regarding food and beverages.

Collects payments makes change as appropriate for each customer transaction. Operates the cash register to ensure that all sales are recorded. Records individual cash values on individual cashiers' reports.

Performs cleaning duties; wipes woodwork and display counters; sweeps, scrubs, and mops floors. Observes and adheres to safety and sanitation rules and regulations while on duty.

Minimum Qualification

1. Position Title, Number:
Motor Transportation Specialist, #0137
374 LRS/LGRDDO

2. Basic Wage Table, Grade and LPL:
BWT 1-05, LPL-3

3. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre-1st

4. Work Experience:

- More than one year of specialized technical or administrative work experience in related field.
- Skilled in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc.to prepare documents and maintain record.
- Basic knowledge of Japanese vehicle laws.
- Ability to monitor, coordinate and advice for ground proration fleet in support of mission As a key technical advisor.

Work Schedule:

- Work Hours: 40 hours / week
- Monday - Friday
- Work Schedule: 700 – 1600

Remarks:

- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Serves as a key technical advisor and bilateral liaison for the execution of off-installation ground transportation movements. Facilitates the coordination of special hauling, oversized cargo, and routine road permits with the Government of Japan in accordance with current ground transportation, USFJ, and GOJ laws. Coordinates with the Japanese Ministry of Defense to secure annual entry to MOD facilities and maintain personnel and vehicle clearances.

Assists Ground Transportation leadership and the Section Superintendent in achieving organizational objectives within the work center by serving as a key facilitator to review operational outputs, evaluate current procedures, and recommend process improvements.

Participates in the improvement of organizational structures and operating plans to ensure the economical and efficient use of the ground transportation fleet in support of the mission.

Minimum Qualification

- | | |
|---|--|
| 1. Position Title:
Budget Technician, #0254
374 FSS/FSR | 2. Basic Wage Table, Grade and LPL:
BWT 1-05, LPL: 3 |
|---|--|

3. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre-1st

4. Work Experience:

- Basic knowledge and skills of providing direct technical and analytical financial support.
- More than one year of work experience in assistance for budget execution and administrative work including efficient formulation of the budget program.
- Basic knowledge of administrative duties regarding Government Purchasing Card (GPC) programs.
- Ability to prepare and review the financial plan/budget packages, and attend meetings and advice on budget status, requirements to higher headquarters.

Work Schedule:

- Work Hours: 40 hours / week
- Work Days: Monday - Friday
- Work Schedule: 0730 – 1630

Remarks:

- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

The primary purpose of this position is to serve as a Budget Technician, providing direct technical, analytical, and administrative financial support to the Financial Services Branch (FSR) and the Deputy Chief of Financial Services in managing the Force Support Squadron (FSS) financial resources. The incumbent performs budget execution functions, processes and tracks funding documents, monitors squadron accounts, manages Government Purchase Card (GPC) budget lines, and utilizes DoD financial systems to compile reports on the status of squadron funds.

Assists the APF team in performing a variety of financial management assignments related to the analysis, tracking, and execution of appropriated funds (APF) within the Force Support Squadron. Applies extensive knowledge of Air Force appropriated fund accounting systems and financial management to execute day-to-day squadron financial operations. Participate in special initiatives, financial reviews, and fiscal year-end closeout processes to ensure the FSS budget is successfully zeroed and executed in compliance with statutory deadlines.

Minimum Qualification

1. Position Title, Number and Organization:
Waiter/Waitress Foreman A, #2143
374FSS/FSBD-W2 (Officers' Club)

2. Basic Wage Grade and LPL:
BWT 2-03, LPL: 1 (IHA)

3. Language Proficiency Level (LPL): 1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Knowledge, Skills and Ability:

- Work experience of waiter/waitress duties, such as taking orders, serving customers, and handling complaints.
- Ability to lead a team, such as distributing tasks, checking work progress and completion, and providing on-the-job training or feedback.
- Ability to ensure team's compliance with established procedures, safety/sanitation rules, and operational deadlines.

5. Physical Qualification:

- Ability to frequently lift and carry objects up to 30 pounds (approx. 14 kg) and occasionally up to 50 pounds (approx. 23 kg).
- Work requires continuous walking and standing for extended periods, frequent bending, stooping, reaching, pushing, pulling and carrying objects.

6. Others:

- Requires obtaining Food Handler's Certificate and/or taking Food Handler's Training.

Remarks:

- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: Tuesday - Saturday
- Work Schedule: 0800-1700 (recess 1400-1500)
0900-1800 (recess 1400-1500)
1100-2000 (recess 1500-1600)
1330-2230 (recess 1600-1700) *Schedules are subject to change.

Main Duties

Answer questions from other workers on procedures, policies, written instructions and directives. Checks work while in progress and when finished. Ensures supervisor's instruction on work sequence, procedures, methods and deadlines have been met. Responsible that work assigned by supervisor to the team is carried out. Reports to supervisor on status and progress of work and reasons for delay. Answers questions from supervisor on overall operations and problems.

Serves as a waiter/waitress at the dining area, providing service requiring rigid standards of efficiency. Receives and resolves customers' complaints and refers to the supervisor when cannot handle by the incumbent. Secures clean linen and silverware, depending on the menu and food to be served.