横田基地職員求人案内　2026 年 8 月 20 日

Yokota Vacancy Announcement for Local National Positions **20 August 2026**

締切日 Closing Date: 労務管理機構横田支部(エルモ) **2026 年 8 月 28 日 (金) 17 時 The LMO : 28 Aug 26 (Fri) at 17:00**
民間人人事部雇用課 **2026 年 8 月 31 日 (月) 15 時 The CPS : 31 Aug 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
労務専門職 Labor Specialist ---------- 人事専門職 Personnel Specialist	在日米軍司令部 HQ USFJ/J14	1-8 ------- 1-7	4	MLA	内部・外部 INT/EXT	**新規 New**
エンジニアリング専門職 （建築）* 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	**新規 New**
技師職 （電気）* 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）* 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）* 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） ** 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
通訳ー翻訳職 Interpreter-Translator	在日米軍司令部 HQ USFJ/JCT (Hardy Barracks)	1-6	4	MLA	在日米軍従業員 USFJ Employee	8/6
エンジニアリング専門職 (一般) Engineering Technician (General)	施設中隊 プロジェクト管理課 374 Civil Engineer Squadron – CENM	1-6	3	MLA	内部・外部 INT/EXT	7/2
従業員管理関係調整職 ** / *** 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

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
運賃専門職 Transportation Rate Specialist	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	米国防省防衛財務会計局 DFAS/JB	1-4	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/JRGC	1-4	2	MLA	内部・外部 INT/EXT	**新規** **New**
会計技術職 Accounting Technician	米国防省防衛財務会計局 DFAS/JBB	1-4	2	MLA	内部・外部 INT/EXT	8/6
会計技術職 Accounting Technician	米国防省防衛財務会計局 DFAS/JRHB	1-4	2	MLA	内部・外部 INT/EXT	8/6
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	**再掲示** **Re-ad**
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
航空機燃料補給車運転手 Aircraft Refurling Vehicle Operator	装備即応中隊 374 Logistics Readiness Squadron	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** 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
塗装工 Painter	施設中隊 374 Civil Engineer Squadron - CEIHF	2-6	0	MLA	内部・外部 INT/EXT	**新規** **New**

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
自動車塗装工 Automotive Painter	装備即応中隊 374 Logistics Readiness Squadron	2-6	0	MLA	内部・外部 INT/EXT	6/18
自動車車体及びフェンダー修理工 Automotive Body and Fender Repairer	装備即応中隊 374 Logistics Readiness Squadron	2-6	0	MLA	内部・外部 INT/EXT	6/4
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 下士官クラブ 374 FSS/FSBE-X2	2-5	1	IHA	内部・外部 INT/EXT	1/15
コック Cook	軍支援中隊 多摩ロッジ 374 FSS/FSWL	2-4	1	IHA	内部・外部 INT/EXT	**新規** **New**
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** Fire Protection Inspector ..... 消防調査員 Fire Inspector	施設中隊 374 Civil Engineer Squadron - CEFP	3-4 (3-3)	2 (1)	MLA	在日米軍従業員 USFJ Employee	8/6
警備員 Guard	憲兵中隊 374 Security Forces Squadron	3-1	1	MLA	内部・外部 INT/EXT	2/12
歯科衛生職 Dental Hygienist	国防保健局 DHA/JLKB000	5-3	2	MLA	内部・外部 INT/EXT	5/14

* 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.

** 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.

*** 募集範囲が変更されて継続掲示になっています The area of consideration was changed from USFJ wide to On/Off base wide.

- **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	掲示日 Open Day
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
動物世話係 (ペットボーディング) Animal Caretaker (Pet Bording)	軍支援中隊 ペットケアセンター 374 FSS/FSWPB	2-3	0	IHA	内部・外部 INT/EXT	**再掲示** **Re-ad**
ウエイター・ウエイトレス 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	**新規** **New**

- **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
管理分析職 Management Analyst	在日米軍司令部 HQ USFJ/J14	1-7 1-6,1-5	4 3	MLA	在日米軍司令部従業員 HQ USFJ employee	**新規** **New**
管理専門職 **締切:2026 年 8 月 25 日** Administrative Specialist **Closing date: 25 Aug 26**	軍支援中隊 エデュケーションセンター 374 FSS/FSDE	1-5	3	MLA	軍支援中隊従業員 Force Support Squadron	**新規** **New**
管理専門職 **締切:2026 年 8 月 25 日** Administrative Specialist **Closing date: 25 Aug 26**	軍支援中隊 エデュケーションセンター 374 FSS/FSDE	1-4	2	MLA	軍支援中隊従業員 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
- **監督者の要望により職種によっては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:
Labor Specialist, #0486
HQ USFJ/J14

2. Basic Wage Table and LPL:
BWT 1-08, 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	80-100	N/A	600~	250~	100~	N/A	1st

4. Knowledge, Skill and Experience:
- One year of specialized technical or administrative work experience equivalent at BWT1-7 level in related work.
- Expert knowledge of Host Nation Labor Policies and Personnel Management Operations.
- Sufficient skills in operating computers with office automation software, such as Microsoft Word, Excel, PowerPoint, Access to prepare forms, letters and documents.
- Ability to independently research, evaluate, and apply knowledge of Japanese labor laws, practices, customs and court precedents to render expert advisors and recommendations to senior staff on various labor matters.

Work Schedule:
- Work Hours: 40 hours/ week
- Workdays: Mon - Fri
- Work Schedule: 7:30 – 16:30

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

Researches labor contracts, labor agreements, and wide variety of labor laws, publications, and practices, to evaluate policy, develops summaries and recommendations on complex or unprecedented issues. Develops in-depth current knowledge and understanding of the MLA/ IHA and MC to advise and recommend solutions to labor related problems.

Utilizes a variety of resource materials and personal contacts with a variety of officials at the US service component level and national level (Ministry of Defense, Bureau of Local Cooperation, GOJ, and other Japanese governmental agencies); provides authoritative recommendations and advice on complex labor and management issues.

As a USFJ representative, negotiates complex labor provisions involving pay, allowances and conditions of employment with USFJ committees and GOJ officials. Provides authoritative advice and recommendations to superiors in their negotiations with GOJ officials.

As USFJ representative, researches, prepares recommendations, presents and coordinates complex labor issues to members of subcommittees of the JLAC. Employs expert knowledge of DoD and SC relationships to provide accurate and thorough recommendations and advice to decision makers within the USFJ.

Researches, prepares recommendations and coordinates a variety of staff actions at the USFJ.

1. Position Title, Number:
Personnel Specialist, #0146
HQ USFJ/J14

2. Basic Wage Table 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	80-100	N/A	600~	250~	100~	N/A	1st

4. Knowledge, Skill and Experience:
- One year of specialized technical or administrative work experience equivalent at BWT1-6 level in related work, or completion of Doctorate degree in related field.
- Knowledge with Government of Japan Host Nation Support Programs and DoD personnel management.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, PowerPoint, Access to prepare forms, letters and documents.
- Ability to perform Labor Specialist BWT 1-8 through the On-the-job Training.

Work Schedule:
- Work Hours: 40 hours/ week
- Workdays: Mon - Fri
- Work Schedule: 7:30 – 16:30

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

This incumbent will perform developmental assignment at the 1-7 level leading to the full performance level PD No. USFJ-141-002. The full performance level PD describes the skills that the incumbent is expected to acquire during training.

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)	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:
- 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

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	550-869	2nd

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 are 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)

3. Language Proficiency Level (LPL): 2 by management request

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	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.

Main Duties

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 are 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

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:	2. Basic Wage Table, Grade, and LPL
Engineering Technician (Environmental) 0384	**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	80-89	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

1. Position Title, Number:
   Interpreter-Translator #0103
   HQ USFJ/JCT

2. Basic Wage Table, Grade, LPL:
   BWT 1-06, 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	80-100	N/A	600~	250~	100~	N/A	1st

4. Work Experience:
   - More than one year of specialized technical work experience in between Japanese and English interpretation/translation.

5. Required Knowledge, Skills, and Abilities:
   - Skills of interpret/translate statements and materials involving the use of special terminology and subject matter (e.g. military capabilities/coordination, military lingo, bilateral planning, bilateral agreements, etc.).
   - Knowledge of versatile and organized administrative support independently or collaboratively in daily office operations.
   - Proficient skills in operating computers with office automation software, such as Microsoft Word, Excel, PowerPoint, Access to prepare and edit official documents, correspondence, and so on.
   - Ability to coordinate and process a wide range of correspondence including official documents, briefing materials, and US/Japan administrative matters.

6. Condition of Work:
   - Work location is Hardy Barracks in Akasaka.
   - Ability to have a flexible work schedule during key bilateral events such as command post and other training exercises.
   - Based on the scope of interpretation and translation responsibilities, obtaining a U.S. security clearance is a requirement for this position.

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
1. Interpreter-Translator: Provides translation, interpretation, and language support for English-Japanese interactions at the highest level of government having impact across the US-Japan Alliance. Performs work involved in interpreting and translating oral or written statements from English into Japanese and vice versa. Serves as interpreter and translator of materials involving the use of special terminology and subject matter where the interpretation and translation must be so accurate as to convey the exact original intent or meaning, without the slightest misunderstanding.
2. POC for Japan Self Defense Forces (JSDF), Ministry of Defense (MOD), and other GOJ officials: Serves as point of contact for JSDF, MOD, and other GOJ offices for bilateral events. Coordinates visits, meeting venues, official event, and/or trips, with HQ USFJ, JSDF Joint Operations Command (JJOC); Japan Joint Staff; and Internal Bureau personnel for administrative matters.
3. Administrative Management: Serves as the JCT Administrative Specialist and assumes full administrative support responsibility of directorate programs, including Director/Deputy Director calendars, TDY travel requests and vouchers, office supplies, and social engagement events. Interprets regulations and makes commitments on administrative matters.

Minimum Qualification

1. Position Title, Number:
Engineering Technician (General)
#0384 374 CES/CENM

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 Abilities:
- Work experience in engineering construction projects.
- Knowledge and skills to prepare design cost estimates in electronic format, perform technical review of studies, reports, analyses, plans and specifications.
- Skills to translate English/Japanese documents as well as act as interpreter at various meetings.
- Experience or knowledge of Japan Facility Improvement Program (JFIP)

5. Education Requirement:
A bachelor's degree in an engineering-related field, or current possession of a First-class or Second-class Architectural license (Kenchikushi) or Mechanical/Electrical Engineer license (Kenchiku Setsubishi), is desirable.

6. Others:
- Working at heights, exposure to loud noise, dust, heat, sparks from high-temperature welding, chemical fumes, extreme weather, and irregular or shift work schedules.

Work Schedule:
- Work Hours: 40 hours / week
- Workdays: Monday - Friday
- Work Schedule: 0730 – 1615 (45 min lunch is standard)

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

Manages programs and projects, overseeing all aspects of assigned activities for simple-to-moderate engineering projects from conception to financial closeout. This includes coordinating with the North Kanto Defense Bureau (NKDB) on Government of Japan (GOJ) funded projects, managing US-funded projects affecting USAF assets, and organizing On-board Review (OBR) inspections.

Performs technical engineering duties as the Civil Engineer Squadron (CES) recognized expert. Prepares in-house designs and government cost estimates, and conducts technical reviews of studies, reports, plans, specifications, and other project submittals.

Conducts construction management by visiting sites during project execution to verify compliance with USAF directives and project decisions.

Prepares packages for contract awards and modifications. Serves as a technical advisor to the base procurement office on contractor bid proposals, construction inspections, and the resolution of technical issues for assigned projects.

Plans and updates out-year programs by working closely with maintenance, environmental, safety, and operational stakeholders to identify future needs that support the Yokota AB mission.
Maintains comprehensive project documentation and files in accordance with Department of Defense (DoD), Air Force (AF), and local guidance. Prepares official correspondence and ensures all required project documents are properly managed.
Performs other related or incidental duties as assigned.

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:
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:
Transportation Rate Specialist, #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

Performs Pre-validation and final-type audit of special commercial transportation bills and documentation according to DoD and GSA policies and regulations, contracts, agreements, tariffs and procedures, especially related to Japan and certain Far East areas.

Communicates with carrier providers on proper billing procedures and take proactive role in correcting errors when it occurs by instructing carriers on procedures in accordance to policies and regulations, then monitors future billing.

Coordinates and maintains liaison with transportation officers, fund administered officers and carrier management, providing update on current policies and regulations.

Prorates total invoice charges accordingly and associates it with applicable branch of service. Performs technical analysis of the rates and fares, including unique routes and controversial charges, for proper billing and initiate corrective action for those requiring adjustment or correction.

Researches, studies and formulates correct interpretation of all applicable policies, regulations, tariffs, contracts, agreements and other publications.

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
DFAS/JB

2. Basic Wage Table, Grade, 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:
- Work experience at least one year of clerical, technical or administrative duties in any field, or completion of 2-year junior college or 2-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

Serves as author and editor of a wide variety of the publications on behalf of the Director.
Serves as liaison between director and subordinate units.
Provides translation and interpretation of technical and non-technical discussions and materials for use by Director/Deputy and/or subordinate organizations and employees.
Serves as liaison and translator between DFAS management and local public and private organizations, to include local news media sources and other entities as needed.
Point of contact for the organization regarding protocol matters.
Provides logistical and administrative supports pertaining to official visits, office calls, Command Briefings, bilateral receptions, dinners, special events, social events, etc. hosted or attended by Director/Deputy, local officials, and Commanders.
Prepares official itineraries for Director/Deputy and visiting DV.
Coordinates and maintains calendars for the Director/Deputy.
Serves as a program coordinator for the DFAS Japan Employee Engagement Program.
Prepares, consolidates, submits, and maintains time and attendance records in accordance with established procedures.
Performs other related or incidental duties as assigned.

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:
   Accounting Technician #0007
   DFAS/JBB

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: 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 work involved in maintaining operating budget for DFAS Japan. Processes financial data into standardized automated data system used to monitor the execution of the operating budget for all goods and services purchased. Inputs the obligations into the system as goods and services are received.

Keeps track of all expense line items in the system by accounting codes. Periodically runs standardized reports on all expenses accrued by line items, and reviews against the corresponding budget for each line item.

Performs duties involved in maintaining time and attendance for the office. Serves as a timekeeper for LN employees. Reviews local national civilian payroll sheets to ensure the forms are properly filled out and signed, and sends to the payroll office.

Performs Customer Service Representative (CSR) duties and submits remedy tickets to resolve U.S. civilian payroll issues through the Defense Civilian Payroll System (DCPS), COGNOS, and/or e-Biz systems.

Minimum Qualification

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

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: 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

Process invoices/receiving reports for contractual payments as well as rejects for the Customer Automation & Reporting Environment (CARE) through the Integrated Payable System (IAPS) accordingly. Audits disbursement vouchers, examines/verifies vouchers for adequacy, legality, propriety, completeness and compliance with the Prompt Payment Act (PPA).

Process invoices/receiving reports for various other payments such as tuition assistance, utility payments, civilian education, and legal claims as necessary. Reviews/verifies the content of the invoice/receiving reports for any errors and to ensure compliance of established guidelines and requirements.

Process rejects for Electronic Fund Transfers (EFT). Creates appropriate documents in preparation for the collection of EFT rejects.

Reconciles and validates document files with open document listing for all transactions being made to ensure that all actions are recorded appropriately and follow established guidelines/instruction.

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)	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 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:	2. Basic Wage Table, Grade／基本給表、等級
Electrical Lineman, 電線工, #2090 **374 CES/CEOFE (Electrical Shop)** **施設中隊（電気ショップ）**	**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。電気機械部品の電気的検査を行う。
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, Organization／職種名、職番、部隊:	2. Basic Wage Table:
Aircraft Refueling Vehicle Operator **航空機燃料補給車運転手** **374LRS/LGRFOD　　装備即応中隊**	基本給表、等級： **BWT 2-7, 2** 表 **7** 等級

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

- Work experience in operating any mobile refueling equipment.
  燃料補給車両の運転の職務経験
- Basic knowledge of aircraft refueling and defueling.
  航空機燃料の補給や抜き取りに関する基本的な知識
- Experience of basic clerical duties, such as operating data systems.
  データシステムの操作などの簡単な事務作業の経験

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

- Current possession of a valid Large Sized Vehicle Driver's License.
  大型自動車運転免許証の所持
- Valid Hazardous Materials Officers License.
  危険物取扱者免状の所持

5. Others／その他：

- Ability to lift and pull refueling hoses up to approximately 75lbs (35kg) across a distance of 60 feet (18m).
  約35キロの給油用ホースを18メートル程度移動させることが出来る
- Ability to work outside in inclement weather during day and nighttime operations.
  昼夜を問わない悪天候下における屋外作業　を行うことが出来る
- Requires working weekends on a rotational basis as needed.
  必要に応じてシフト制で週末の勤務が要求される

Work Schedule:

- Work Hours: 40 hours/ week　　勤務時間：週40時間
- Work Days: Mon – Fri　　勤務日：月曜日～金曜日
- Work Schedule: 06:45 – 15:30　　勤務時間：6時45分～15時30分

  *Subject to change including night and weekend shift
  勤務スケジュールは夜勤や週末勤務を含めて変更になる可能性が有ります

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 **主な職務内容**
Operates a variety of mobile refueling equipment such as the R-11A/B (6,000gallon tank truck), R-12A/B/C (Hydrant Servicing Vehicle) and C-300 (Ground Fuel Servicing Vehicle) to service (refuel/defuel) aircraft, vehicles, generators, support tanks and other equipment necessary to support base operations. Documents inspections and discrepancies on AF Form 1800/4427. Documents aircraft and ground servicing operations on the appropriate forms and report to Foreman/NCOIC of Fuel Distribution unit. Performs daily inspections on the utilized vehicles using appropriate checklists. Attends daily Distribution safety briefings. Cleans and maintains up-keep of general purpose and special purpose vehicles as needed and those indicated by vehicle maintenance program.
R-11A/B(タンクローリー）、R-12A/B/C(ハイドランドサービス車両） 及び C-300（地上燃料供給装置）などの様々な燃料補給車両を運転し、航空機、車両、ジェネレーター、サポートタンク、その他の基地運営に必要とされる設備に対し、燃料を補給したり、抜き取ったりする作業を行う。検査及び問題等を空軍書式 1800/4427 に記録する。航空機及び地上燃料に関わる作業を適切な書式に記録し、燃料ユニットのフォーマンや監督者に報告する。適切なチェックリストを用いて、使用車両の毎日の点検を行う。毎日のディストリビューション安全ブリーフィングに参加する。必要時及び車両メンテナンスプログラムの指示に従い、一般車両、特殊車両の清掃及び維持作業を行う。

Minimum Qualification
採用基準

1. Position Title, Number／職種名、職番:	2. Basic Wage Table, Grade／基本給表、等級
Electrician, 電気工 #2094 **374 CES/CEOFA (Fire Alarms)**	**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:	2. Basic Wage Table, Grade／基本給表、等級
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**	**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４０時間
- Workdays: Mon - Fri　月～金曜日
- Work Schedule: 730-1615　７：３０－１６：１５

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:	2. Basic Wage Table, Grade / 基本給表、等級:
Painter 塗装工，#2206 **374 CES/CEIHF 施設中隊（家具メインテナンス）**	**BWT 2-06，2表 6等級**

3. Knowledge, Skills, and Experience/ 知識、技能、経験：
   - Work experience moving various types of furniture and applying paint.
     家具を移動させたり、塗装したりする職務経験。
   - Skills in preparing surfaces prior to painting.
     塗装面の準備作業を行う技術。
4. License Required/ 必要免許
   - 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）*要免許証コピー添付
5. 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 shift and irregular schedule work.高所、大きな騒音、粉塵、熱、高温溶接の火花、煙や蒸気にさらされたり、厳しい天候（暑さ/寒さ/ 雪/雨/強風）での作業、シフトや不規則な勤務の可能性がある。

Work schedule：

- Work Hours: 40 hours / week 勤務時間：週40時間
- Workdays: Mon - Fri 勤務日： 月曜日～金曜日
- Work Schedule: 0730-1615 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

Relocates furnishings to include appliances from staging area to proper finishing area for topical application i.e. touch-up, varnish stain area, paint booth.

Prepares finishing materials using thinners, a multitude of base stains, varnish, lacquer, paint and primer. Mix stains to exactly match the color of existing surface.

Receives and validates supplies for accuracy prior to using.

家具類を移動し、家電製品を含め、仮置き場から適切な仕上げエリアへ配置する。タッチアップ、ニス、ステインなどの塗装作業を行う。

シンナー、下地用ステイン、ニス、ラッカー、塗料、プライマーを用いて仕上げ材を調製する。既存の表面の色に完全に一致するようステインを調合する。

使用前に物資を受け取り、正確性を確認する。

Minimum Qualification
採用基準

1. Position Title, Number/職種名、職番:	2. Basic Wage Table, Grade/ 基本給表、職番、等級
Plumber, #2218　配管工 ２２１８番 **374 CES/CEOHS 施設中隊**	**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） 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:	2. Basic Wage Table, Grade / 基本給表、等級: **BWT**
Painter, #2206 **塗装工，2206番 374CES/CEOHS 施設中隊**	**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:	2. Basic Wage Table, Grade 基本給表、等級：
Boiler Plant Operator, #2049 **ボイラー装置操作工** **374 CES/CEOIH 施設中隊**	**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:	2. Basic Wage Table, Grade／基本給表、職番、等級
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**	**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、番号：	2. Basic Wage Table、Grade :
Automotive Painter #2036 自動車塗装工 **2036** 番 **374 Logistics Readiness Squadron 装備即応中隊**	基本給表、職番、等級： **BWT 2-6** ２表６等級

3. Knowledge, Skills, and Work experience／知識、技能、職務経験:

- Knowledge of accepted surface preparation and coating methods including how to achieve finely smoothed surfaces.
  一般的な下地処理およびきめ細かく滑らかな表面仕上げを含む塗装方法に関する知識
- Skills to apply coating materials using all accepted techniques, including those required for special effects.
  特殊効果に必要な技法を含め、あらゆる一般的な技法を用いて塗料を塗布する技術
- More than one year of professional experience related to automotive paint or repair.自動車塗装もしくは修理に関連する1年以上の実務経験

4. License Requirement／必要資格等:

- Current possession of a valid 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）

5. Physical Qualification／身体的要件:

- Requires to handle materials and equipment up to 40 pounds (18 kilograms).
  約 40 ポンド（18 キログラム）程度の重量物を扱うことができる
- Ability to stand, stoop, bend, kneel, climb, and work in uncomfortable positions.
  立ち、かがみ、身体を曲げ、ひざを曲げ、梯子を上り、不自然な姿勢での作業が出来る
- Required to work frequently in various weather conditions with heavy or uncomfortable conditions.
  重さがあったり快適でない装着物を装着した状態で、様々な天候条件下で作業をこなすことが頻繁に要求される

Work Schedule／勤務時間：

- Work Hours: 40 hours / week 勤務時間：週40時間
- Work Days: Monday-Friday 勤務日：月曜～金曜
- Work Schedule: 07:15-16:15 勤務スケジュール：7時15分—16時15分

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

Work is performed with little to no checking during progress, demonstrating autonomy. Determines the methods, techniques, materials, and devices best suited to obtain smooth-textured, decorative surfaces. Removes and reinstalls components that may obstruct surface preparation. Tints, tones, matches, and blends coating materials.
Accomplishes the coating work using accepted trade methods and special finishing techniques (e.g., marbling, graining). Determines the optimal methods, techniques, devices, and materials required to achieve specific surface finishes, such as glossy or grained effects, while ensuring thickness and level requirements are met. Prepares surfaces using smoothing techniques (utilizing pumice and rottenstone), and by filling, shaping, and leveling with metal and synthetic resins.
Complies with Host Nation & USAF applicable checklists, technical orders, commercial manuals, safety policies, OSHA/ AFOSH standards. Research vehicle parts ensuring the correct parts are being ordered.
作業中はほとんど、あるいは全く確認を受けずに進められ、自律性を発揮する。滑らかな質感の装飾的な表面を実現するために最適な方法、技術、材料、機器を決定する。表面処理の妨げとなる可能性のある部品を取り外し、再取り付けを行う。コーティング材の色合い、トーン、色合わせ、および調合を行う。
業界で認められた手法や特殊な仕上げ技術（マーブリング、グレイン加工など）を用いて、塗装作業を行う。光沢仕上げや木目調仕上げといった特定の表面仕上げを実現するために必要な最適な方法、技術、装置、材料を決定するとともに、厚みや平滑性の要件が満たされるよう確保する。 平滑化技術（軽石やロテンストーンを使用）を用い、また金属や合成樹脂による充填、成形作業を通じて、表面を準備する。
受入国および米空軍（USAF）の適用されるチェックリスト、技術指令、市販マニュアル、安全方針、OSHA／AFOSH基準に準拠する。車両部品を調査し、適切な部品が発注されるよう確認する。

Minimum Qualification
採用基準

1. Position Title, Number／職種名、番号：	2. Basic Wage Table、Grade： 基本給表、職番、等級：
Automotive Body and Fender Repairer #2031 自動車車体及びフェンダー修理工 **2031** 番 **374 Logistics Readiness Squadron** 装備即応中隊	**BWT 2-6** ２表６等級

4. Knowledge, Skills, and Work experience／知識、技能、職務経験:

- At least three years of work experience in sheet metal work as well as operations including electric, arc, gas, TIG, MIG etc. welding.
  電気、アーク、ガス、TIG,MIG溶接等を含んだ最低3年以上の板金作業の職務経験

- Knowledge of mobile equipment construction and understand the specific installation methods for various components and parts
  移動式機器の構造に関する知識を有し、各種コンポーネントや部品（ボルト締め、はんだ付け、リベット留め、溶接など）の具体的な取り付け方法の知識

- Ability to properly remove, repair, and reinstall vehicle interior components as required by maintenance specifications.
  整備仕様に基づき、車両内装部品を適切に取り外し、修理し、再取り付けする能力を有する

- Ability to obtain Arc and/or Gas Welding Certificate
  (Arc and/or Gas Yosestu Ginou Koshu Shuryo Sho)
  アーク及びもしくはガス溶接技能講習終了証を取得する能力

5. License Requirement／必要資格等:

- Current possession of a valid Ordinary Vehicle Driver's License
  (Not automatic transmission limited).
  現在普通自動車運転免許を所有している （オートマ限定不可）

6. Physical Qualification／身体的要件:

- Requires to perform frequent lifting, pushing, pulling, carrying and handling of objects weighing 14 to 23 kilograms, and occasionally up to 34 kilograms.
  14～23kg の物を頻繁に持ち上げたり、押す、引く、運ぶ、などで取扱い、場合により 34kg 程度までの物を取り扱うことが要求される

- Ability to work frequently various conditions, high noise level, outside exposed to various weather conditions.
  様々な環境下や天候条件での頻繁な野外業務をこなせる

Work Schedule／勤務時間：

- Work Hours: 40 hours / week 勤務時間：週40時間
- Work Days: Monday-Friday 勤務日：月曜～金曜
- Work Schedule: 07:15-16:15 勤務スケジュール：7時15分—16時15分

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
Performs repairs on mainframes and critical body structural members, including door posts, door frames, skeletal frameworks, and main support members to ensure vehicle safety and alignment. Executes fitting of body components to the frame, maintaining close tolerances for doors, window channels, hoods, trunk lids, and other critical interfaces.
Performs repairs of mobile equipment metal body components such as fenders, panels, and truck beds, including associated parts such as brackets, covers, and braces. Straightens and knocks out dent sand creases, and welds small cuts and holes. Smooths, fills, sands, and finishes damaged body components utilizing standard tools, and gas and electric arc welding equipment.
Independently plans and lays out work utilizing sketches, blueprints, or technical specifications. Makes independent technical judgments and decisions within accepted trade practices and procedures. Completed work is spot-checked for quality of workmanship and compliance with work orders.
ドアポスト、ドアフレーム、骨格フレーム、主要支持部材など、車体フレームおよび重要な車体構造部材の修理を行い、車両の安全性とアライメントを確保する。ドア、ウィンドウチャンネル、ボンネット、トランクリッド、その他の重要な接合部において、厳密な公差を維持しながら、ボディ部品をフレームに組み付ける作業を行う。
金属製ボディ部品（フェンダー、パネル、フード、トラック荷台など）および関連部品（ブラケット、カバー、補強材など）の修理を行う。へこみや折れ目を修正・叩き出し、小さな切れ目や穴を溶接修理する。標準工具を使用し、またはガス溶接・電気アーク溶接によって、損傷したボディ部品の平滑化、充填、研磨、仕上げを行う。
スケッチ、設計図、または技術仕様書を活用して、自主的に作業の計画とレイアウトを行う。業界の慣行や手順の範囲内で、技術的な判断や決定を自主的に行う。完了した作業については、仕上がりの品質および作業指示書への準拠状況について抜き打ち検査が行われる。

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. (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）

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:
   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 Hander'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:
   Cook #2037
   374FSS/FSWL (Tama Lodge)

2. Basic Wage Table, Grade, and LPL:
   BWT 2-04, 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:
   - Work experience in food preparation and cooking for customers.

5. Physical Qualification:
   - Ability to frequently lift objects up to 35 pounds (16kg).

6. Others:
   - Culinary license preferred.
   - 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
- Days Off : 2 Days / week (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

Assists senior cooks in food preparation processes by adjusting recipes for quantities required. Cooks fresh or frozen vegetables by frying, boiling, steaming, baking, mashing, and whipping.

Uses, maintains, and cleans tools and specialized equipment such as grills, ranges, saucepans, deep fat fryers, steam kettles, broilers, rice cookers, toasters, steamers, meat slicers, warmers, electric/gas ovens and burners, and microwaves. Utilizes health, safety, and sanitation practices, procedures, rules, and regulations to maintain a safe and clean work environment.

Loads and portions of food into trays, serving dishes, steam tables, and food conveyors accordingly. Arranges, decorates, and garnishes food trays by instruction/guidance. Serves items on the menu to customers at a serving line as required.

Assists in the monthly inventory of resale items.

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)	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. Work Experience:
   - Work experience as a bartender 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

1. Position Title, Number	2. Basic Wage Table, Grade, LPL:
Fire Protection Inspector, #3114 **374CES/CEFP**	**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, 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 certifications: IFSAC/Pro Board First Responder Inspector, Fire Inspector, Public Fire and Life Safety Educator, HazMat Awareness, HazMat Operations

Work schedule:
- 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

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	2. Basic Wage Table, Grade, LPL:
Fire Inspector, #3108 **374CES/CEFP**	**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.
<u>Condition of Employment:</u> 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:	2. Basic Wage Table, Grade, and LPL:
Dental Hygienist, #5016 **DHA/JLKB000**	**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
採用基準

1. Position Title and Number／職種名、職番：	2. Basic Wage Table, Grade 基本給表、等級：
Power Generating Equipment Repairman, #2381 **発電装置修理工** **374CES/CEOFP　施設中隊**	**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
採用基準

1. Position Title, Job Number / 職種名、職番:	2. Basic Wage Table, Grade / 基本給表、等級:
Animal Caretaker (Pet Boarding), (HPT) **#2003 動物世話係 2003 番　374FSS/FSWPB**	**BWT 2-03　2 表 3 等級 (IHA)**

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

- Skills to take care of the animals feeding and watering per instructions.
  指示に従って餌、水を与えるなどの動物の世話をする技術。
- Knowledge of basic computer operations.
  基本的なコンピューター操作の知識。

4. Physical Qualification / 身体的要件**:**

- Must be able to lift and carry items weighing up to 40 pounds (18kg).
  40 ポンド(約 18 キロ) までの物や動物を持ち上げたり、運んだりできること。

5. License Requirement /必要資格:

- Current possession pf a valid ordinary vehicle driver's license.
  現在有効の普通自動車免許証（要コピー添付）

6. Others / その他:

- Have experience and/or knowledge of handling animals.
  動物を扱った経験及び、もしくはその知識があること。
- Must receive vaccination against Tetanus after the employment date.
  雇用後、破傷風の予防接種を受ける事が出来ること。
- May be required to report to work during unscheduled hours to accept/release pets in special circumstances.
  緊急時や顧客の特別な要望があった場合、不規則な勤務に対応することが出来ること。

Work schedule／**勤務時間**:

- Work Hours: 24 hours/week/8 hours per day
- 勤務時間：週24時間/1日8時間勤務
- Workdays: 3 Days a week including weekends
- 勤務日:土、日曜日を含む週3日間
- Work Schedule: Shift work, scheduled between 08:00-18:00
- 勤務時間:8 時から18時の間のシフトスケジュール

*Work Schedule may vary スケジュールは変更される場合があります

Remarks／**その他**:

- 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
Provides care and attention to animals being housed at the Pet Boarding Facility in accordance with established policies, procedures and techniques.
Contacts the owner and veterinarian as necessary when finding any problems with animals.
Ensures pets' exercise activities are done on a daily basis.
Maintains satisfactory sanitary conditions throughout the facility at all times.
Executes various clerical and administrative duties. Guides customers in completing the Pet Boarding agreement and adoption paperwork as needed.
Operates a cash register and prepares cashier reports and deposit paperwork following each shift. Deposits money daily to the central cashier.
Drives a motor vehicle when necessary to pick up supplies needed for Pet Boarding operations and to transport animals to and from the vet clinic as needed.
Performs other related or incidental duties as assigned.
定められた方針、手順、および技術に従い、ペットボーディング（ペットホテル）施設に収容されている動物の世話および管理を行う。
動物に何らかの問題を発見した際は、必要に応じて飼い主および獣医師に連絡する。
ペットの運動が毎日行われるようにする。
施設内の衛生状態を常に清潔で安全であるよう心掛け、維持する。
多岐にわたる事務および管理業務を遂行する。必要に応じてペットボーディングの利用契約書や動物の譲渡に関する書類作成について、顧客を案内・補助する。
必要に応じて備品の受け取りや動物の送迎などを自動車を運転して行う。
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

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:
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, Number:
Administrative Specialist, #0010
374FSS/FSDE

2. Basic Wage Table, Grade, 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 Abilities:
- At least more than one year's work experience in clerical and administrative duties to include preparing documents and maintaining office procedures and records.
- More than proficient skills in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, Power Point etc.
- Ability to provide the necessary guidance and coordinate the training plans, and monitor the many kinds of formal training programs regarding military members and US/LN civilians.
- Work experience of handling or maintaining training programs is preferrable.

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

1. PERSONNEL SKILLS DEVELOPMENT & FORMAL TRAINING PROGRAM MANAGER
374AW Formal Training Program OPR. Guides supervisors to develop/approve/monitor formal training plans. Provides Unit Commanders (CC)/Unit Training Manager (UTM)/servicing population guidance/resources. Prepares/submits activity/historical reports to HHQ monthly. Develops/delivers Formal Training statistics for FSS CC & FSD Flight Chief monthly; builds slides for 374AW Status of Training (SOT) Briefing. Plans meetings/conferences.

2. OFFICER DEVELOPMENTAL EDUCATION & TOTAL FORCE PME PROGRAM MANAGER
Manages 374AW PME program/quota allocations/scheduling process; ensures PSM send rosters to Unit CC's, AW CMC, & Sq CEM as required. Manages training/suspense/allocation rosters; coordinate w/UTM, Airman, & Unit CC for signatures. Performs MilPDS updates daily/retrieve training quotas /performs queries/product downloads/updates educ records (i.e. SEJPME)/confirms PME TLN.

3. OFFICE ADMINISTRATION AND SUPPORT
Performs routine and miscellaneous clerical work to include processing incoming e-mails/phone calls maintaining electronic files, posting updates as necessary, and preparing/maintaining office forms of various types. Utilizes education system knowledge to enter, revise, sort or calculate, and retrieve data from standard reports.

4. FOREIGN LANGUAGE PROFICIENCY PAY
Assists Test Control Officer (TCO) with the Foreign Language Proficiency Pay (FLPP) Program. Checks for eligibility. Analyzes computer system data problems and takes corrective action

Minimum Qualification

1. Position Title, Number:
Administrative Specialist, 0009
374 FSS/FSDE

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:
- At least one year of work experience in clerical and administrative duties.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc.to prepare documents and maintain records.
- Experience in customer services in any field.
- Ability to serve as the point of contact (POC) for external training and processing surveys in support of training programs.

WORK SCHEDULE:
- Work Hours: 40 hours / week
- Workdays: Monday – Friday
- 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

Administrative Assistant will provide support with administrative duties such as welcoming customers, confirming the purpose of their visit and addressing administrative task related to their visits. These tasks include maintenance of the Education Services Org Box, submitting and updating Marketing/Advertising tickets, classroom reservations, Education Services calendar.

This person would fill the duties as the point of contact (POC) for external training and processing surveys in support of training programs. Manage computer products, updates education and training data, and inquires and extracts on-line data.

As directed by supervisory education service specialist, performs quality control on the MilTA dashboard in Air Force Automated Education Management System (AFAEMS).

Processes requests for Tuition Assistance (TA). Assists in gathering and compiling data and supportive background information for use in making program decisions involved in tuition assistance.