

横田基地職員求人案内 2026 年 10 月 15 日

Yokota Vacancy Announcement for Local National Positions 15 Oct 2026

締切日 Closing Date: 労務管理機構横田支部(エルモ) **2026 年 10 月 30 日 (金) 17 時 The LMO : 30 Oct 26 (Fri) at 17:00**
 民間人人事部雇用課 **2026 年 11 月 2 日 (月) 15 時 The CPS : 2 Nov 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
エンジニアリング専門職 (建築) *1 Engineering Technician (Architectural)	施設中隊 プロジェクト管理課 374 Civil Engineer Squadron – CENMP	1-7	4(2)	MLA	内部・外部 INT/EXT	8/20
技師職 (電気) *1 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) *1 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) *1 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) *2 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
管理員 Administrative Officer	在日米軍司令部 HQ USFJ/02	1-6	4	MLA	内部・外部 INT/EXT	新規 New
管理員 Administrative Officer	在日米軍司令部 HQ USFJ/07	1-6	4	MLA	在日米軍従業員 USFJ Employee	新規 New
予算分析職 Budget Analyst	経理部 374 Comptroller Squadron - FMB	1-6	3	MLA	在日米軍従業員 USFJ Employee	新規 New
司書職 Librarian	軍支援中隊 図書館 374 FSS/FSDL (Library)	1-6	3	MLA	内部・外部 INT/EXT	新規 New
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 (NAF) 374 FSS/FSCN (NAF)	1-6	3	MLA	在日米軍従業員 USFJ Employee	新規 New
会計職 *2 Accountant	米国防省防衛財務会計局 DFAS/JRGD	1-6 (1-5)	3	MLA	内部・外部 INT/EXT	9/3

運賃専門職 (リーダー) Transportation Rate Specialist (Lead)	米国防省防衛財務会計局 DFAS/JRJD	1-5	3	MLA	内部・外部 INT/EXT	7/16
会計技術職 Accounting Technician	米国防省防衛財務会計局 DFAS/JRGD	1-5	3	MLA	内部・外部 INT/EXT	7/16
エンジニアリング専門職 (電子) Engineering Technician (Electronics)	国防総省 日本代表 DoD Special Representative Japan	1-5	2	MLA	内部・外部 INT/EXT	9/5
補給配給事務職 Supply Requirement and Distribution Clerk	一般物資管理局 GSA Japan	1-4	2	MLA	在日米軍従業員 USFJ Employee	10/1
会計技術職 Accounting Technician	米国防省防衛財務会計局 DFAS/JRGD	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/JRGA	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/JRHA	1-4	2	MLA	内部・外部 INT/EXT	10/1
会計技術職 Accounting Technician	米国防省防衛財務会計局 DFAS/JRJC	1-4	2	MLA	内部・外部 INT/EXT	9/17
会計技術職 Accounting Technician	米国防省防衛財務会計局 DFAS/JRGC	1-4	2	MLA	内部・外部 INT/EXT	8/20
福利厚生プログラム補助職 MWR Program Aid	軍支援中隊 太陽コミュニティーセンター 374FSS/FSWP	1-3	2	MLA	内部・外部 INT/EXT	新規 New
福利厚生プログラム補助職 (フィットネス) MWR Program Aid (Fitness)	軍支援中隊 サムライフィットネス 374FSS/FSVS	1-3	2	IHA	在日米軍従業員 USFJ Employee	10/1
自動車機械工 Automotive Mechanic	装備即応中隊 374 Logistics Readiness Squadron	2-7	0	MLA	内部・外部 INT/EXT	10/1
トラクター・トレーラー運転手 Tractor-Trailer Driver	装備即応中隊 374 Logistics Readiness Squadron	2-7	0	MLA	内部・外部 INT/EXT	10/1
電線工 Electrical Lineman	施設中隊 374 Civil Engineer Squadron – CEOFE	2-7	0	MLA	内部・外部 INT/EXT	8/20
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 *2 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
自動車車体・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	再掲示 Re-ad
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	再掲示 Re-ad
塗装工 Painter	施設中隊 374 Civil Engineer Squadron - CEIHF	2-6	0	MLA	内部・外部 INT/EXT	再掲示 Re-ad
配管工 Plumber	施設中隊 374 Civil Engineer Squadron - CEOHS	2-6	0	MLA	内部・外部 INT/EXT	8/6
塗装工 Painter	施設中隊 374 Civil Engineer Squadron - CEOHS	2-6	0	MLA	内部・外部 INT/EXT	7/16
ボイラー装置操作工 Boiler Plant Operator	施設中隊 374 Civil Engineer Squadron - CEOIH	2-6	0	MLA	内部・外部 INT/EXT	7/2
建物保守作業工 Preventive Maintenance Worker	施設中隊 374 Civil Engineer Squadron - CEL	2-6	0	MLA	内部・外部 INT/EXT	7/2
配管工 Plumber	施設中隊 374 Civil Engineer Squadron - CEOIU	2-6	0	MLA	内部・外部 INT/EXT	5/14
自動産業機械操作員 Mobile Industrial Equipment Operator	施設中隊 374 Civil Engineer Squadron - CEOHP	2-5	0	MLA	内部・外部 INT/EXT	10/1
コック Cook	軍支援中隊 多摩ロッジ 374 FSS/FSWL	2-5	1	IHA	内部・外部 INT/EXT	9/3
コック Cook	軍支援中隊 下士官クラブ 374 FSS/FSBE-X2	2-5	1	IHA	内部・外部 INT/EXT	1/15
ハウスキーパー職 フォーマン A Housekeeper Foreman A	軍支援中隊 関東ロッジ 374 FSS/FSVL	2-4	1	IHA	内部・外部 INT/EXT	新規 New
サービスワーカー(C) Service Worker (C)	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
ウェイター・ウェイトレス Waiter/Waitress	軍支援中隊 将校クラブ 374 FSS/FSBD-W2	2-2	1	IHA	内部・外部 INT/EXT	新規 New

警備員 Guard	憲兵中隊 374 Security Forces Squadron	3-1	1	MLA	内部・外部 INT/EXT	7/2
歯科衛生職 Dental Hygienist	国防保健局 DHA/JLKB000	5-3	2	MLA	内部・外部 INT/EXT	9/17
歯科補助職 Dental Assistant	国防保健局 DHA/JLKB000	5-2	2	MLA	内部・外部 INT/EXT	10/1

- *1 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.
- *2 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.

● 限定期間雇用従業員募集 Limited Term Position

職 種 Job Title	部 隊 Organization	等 級 Grade	語 学 LPL	契 約 Contract	募集範囲 Area	揭示日 Open Day
管理専門職 Administrative Specialist	軍支援中隊 エアロクラブ 374 FSS/FSWA	1-4	2	IHA	内部・外部 INT/EXT	新規 New

● 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	揭示日 Open Day
ゴルフコース整備員*3 Golf Course Maintenance Man	軍支援中隊 多摩ゴルフ 374 FSS/FSWG	2-4	0	IHA	内部・外部 INT/EX	10/1
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

- *3 募集範囲が変更されています。 The area of consideration has been changed from USFJ wide to On/Off base wide.

- 2026 年 4 月 16 日より指定履歴書の様式が変更されました。内部応募・外部応募ともに新様式での提出が必要となります。
The designated application form has been updated. Both internal and external applicants must submit applications in the new format.
新様式の指定履歴書は LMO ウェブサイトにてダウンロードできます。The new designated application form can be downloaded from the LMO website.
https://www.lmo.go.jp/recruitment/oubo/honsyu_kyusyu/oubosyorui/airforce.html
- 指定履歴書の“空席広報番号欄”には LMO ウェブサイト掲載の求人番号または上記表中の“部隊名/組織名”をご記入ください
The “Vacancy Announcement No.” field on the Form196aEJ, please fill out the number listed on the LMO website or the “Organization” from the table above.
- 監督者の要望により職種により締切日が早まる場合があります。Closing date may be changed upon management request for some vacancies.
- 同職種名の求人が複数ある場合は必ず希望職種の部隊名、等級、雇用形態(常用/限定等)を明記してください。未記入の場合受理されないことがあります。

- 面接に関する詳細は、応募された職種の部隊からご本人に直接連絡されます。職場や仕事内容に関するご質問は各職場の監督者や面接官にご確認ください。
- 日本国籍以外の方は就労資格の証明を必ず添付してください。People who are not Japanese nationals need to attach the work permission in Japan.
- 雇用の制限に関して Limitation of Employment
 - ❖ 基本労務契約 (MLA) - アメリカ合衆国軍隊構成員, 軍属又はそれらの家族は雇用不可
Master Labor Agreement – Member of the United States Armed Force Japan (USFJ) cannot be hired.
 - ❖ 諸機関労務契約 (IHA) - アメリカ合衆国の国籍保有者は雇用不可
Indirect Hire Agreement – United States Civilian Personnel cannot be hired.

求人案内は毎月第一、第三木曜日に更新されます

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

応募方法、採用基準に関しては別紙または人事部求人サイトをご覧ください

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

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

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

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

不明な点がござい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: Engineering Technician (Architectural) #0544 374CES/CENMP (Project Execution)				2. Basic Wage Table, Grade, and LPL: BWT 1-07, LPL-4(2)				
3. Language Proficiency Level (LPL): 2								
LPL	TOEIC	ALCPT(LD) ~8 Feb 16	ALCPT 8 Feb 16~	TOEFL			CASEC	EIKEN
				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																															
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th rowspan="2" style="width: 10%;">LPL</th> <th rowspan="2" style="width: 10%;">TOEIC</th> <th style="width: 10%;">ALCPT(LD)</th> <th style="width: 10%;">ALCPT</th> <th colspan="3" style="width: 20%;">TOEFL</th> <th rowspan="2" style="width: 10%;">CASEC</th> <th rowspan="2" style="width: 10%;">EIKEN</th> </tr> <tr> <th>~8 Feb 16</th> <th>8 Feb 16~</th> <th>PBT</th> <th>CBT</th> <th>iBT</th> </tr> <tr> <td>2</td> <td>550-729</td> <td>66-75</td> <td>75-89</td> <td>460-549</td> <td>140-209</td> <td>50-79</td> <td>550-869</td> <td>2nd</td> </tr> </table>									LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN	~8 Feb 16	8 Feb 16~	PBT	CBT	iBT	2	550-729	66-75	75-89	460-549	140-209	50-79	550-869	2nd
LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN																							
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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 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																															
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2	550-729	66-75	75-89	460-549	140-209	50-79	550-869	2nd																							
4. Knowledge, Skills, and Experience: - Knowledge and skills in civil engineering, including structural design, site development, and infrastructure projects. - Software skills, specification of expected proficiency level (example: intermediate proficiency in Microsoft suite, Excel for project budgeting and tracking.)																															
5. Education and/or License Requirement: A college or university graduate with specialized education in engineering is required. Possession of a professional license is highly preferred.																															
6. License Requirement: Current possession of a Valid Ordinary Driver's License (Automatic transmission only is not allowed).																															
Work Schedule: - Work Hours: 40 hours/ week - Workdays: Mon-Fri - Work Schedule: 0730-1615																															
Remarks: - Basic wage may be considered based on knowledge, skills, and work experience. - The duty location / section / work schedule/ employment period may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.																															
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 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) ~8 Feb 16	ALCPT 8 Feb 16~	TOEFL PBT	CBT	iBT	CASEC	EIKEN
2	550-729	66-75	75-89	480-549	140-209	50-79	550-869	2nd
4. Knowledge, Skills, and Experience: - At least one year experience in project manager for simple to complex projects involving site studies, design and construction of building, road and/or utility systems. Or knowledge of such demonstrated through university coursework or internships. - Knowledge of civil engineering to perform design work for new construction, renovations, improvements, and repair to real property facilities. - Skilled in operating computers with office automation software, such as Microsoft Word, Excel, Power Point and Outlook.								
5. Education and/or License Requirement: Bachelor's degree in civil engineering or a First Class Kouzou Sekkei Kenchikushi.								
6. License Requirement: Current possession of a Valid Ordinary Driver's License (Automatic transmission only is not allowed).								
Work Schedule: - Work Hours: 40 hours/ week - Workdays: Mon-Fri - Work Schedule: 0730-1615								
Remarks: - Basic wage may be considered based on knowledge, skills, and work experience. - The duty location / section / work schedule/ employment period may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.								
Main Duties								
Conduct performance, preventative maintenance and corrective maintenance analysis, resource optimization and life-cycle requirements planning for the base facilities.								
Perform operations and maintenance (O&M) engineering involving design, construction, maintenance, repair, acquisition, and disposal of facilities/Real Property that encompass								

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

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

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

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

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

Minimum Qualification

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

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

3. Language Proficiency Level (LPL): 4

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

4. Knowledge, Skills, and Experience:

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

5. Education Requirement:

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

6. License Requirement:

- Current Possession of Ordinary Vehicle Driver's License

Work Schedule:

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

Remarks:

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

Main Duties

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

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

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

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

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

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

1. Position Title:
Engineering Technician (Environmental) 0384

2. Basic Wage Table, Grade, and LPL

3. Language Proficiency Level (LPL): 3

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

Main Duties

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

Minimum Qualification

1. Position Title, Number:
Administrative Officer #0484
HQ USFJ/02

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:

- One year of specialized technical work experience in related fields.
- Work experience with supply and inventory management.

5. Required Knowledge, Skills, and Abilities:

- Proficient skills in operating computers with office automation software, such as Microsoft Word, Excel, PowerPoint, Access to prepare, proofread and edit professional documents and official correspondence.
- Knowledge of administrative support procedures including IT support, schedule management, VIP coordination and so on.
- Basic knowledge of budgeting and cost-control procedures.
- Strong bilingual communication skills in English and Japanese both.
- Ability to interpret and apply administrative policies, procedures, and guidance.
- Ability to coordinate requirements across U.S. and Japanese organizations.

6. Others:

- USFJ Security Clearance Requirement due to the scope of translation and interpretation responsibilities. The incumbent must process limited Access Authority (LAA) maintain confidentiality of all USFJ information.

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. Bilingual Executive Support & Protocol Management

Provides senior-leader level bilingual (English/Japanese) translation and interpretation services for official correspondence, daily operations, high-level meetings, conferences, and bilateral negotiations involving Directorate leadership, U.S. and Japanese Self-Defense Forces (JSDF) HQs, and/or central GOJ government officials.

2. Directorate's Administrative Operations & Knowledge Management

Serves as the primary administrative focal point and knowledge manager for the Directorate.

Manages, negotiates, and coordinates administrative matters concerning USG-GOJ alliance management initiatives.

Screens, tracks, and routes incoming and outgoing official correspondence, Staff Summary Sheets (SSS), and command documents through the Global Electronic Approval Routing System (GEARS) for senior ranking official (J00/J01/J02) signature.

Independently establishes, updates, and maintains instructions, directives, and Memorandum of Understanding (MOUs) with JSDF and GOJ in compliance with regulatory guidance.

Proactively anticipates leadership needs, solves complex administrative problems with minimal supervision, and proposes improvements to enhance overall productivity. Establishes, tracks, and consolidates organizational suspense and project timelines to ensure overall compliance and punctuality.

3. Procurement and Resource Management

Serves as the primary logistics and resource management coordinator for the Directorate.

Acts as a Government Purchase Card (GPC) holder, responsible for the proactive procurement and management of office supplies, equipment, and authorized services in compliance with federal fiscal regulations and contracting guidelines.

4. Travel Coordination and TDY Processing

Serves as the primary Defense Travel System (DTS) Officer and travel assistance point of contact for the Directorate.

Minimum Qualification

- | | |
|--|---|
| 1. Position Title, Number:
Administrative Officer #0484
HQ USFJ/07 Command Surgeon | 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:

- One year of general and /or specialized technical work experience in related fields such as medical or Master's Degree in related fields.

5. Required Knowledge, Skills, and Abilities:

- Proficient skills in operating computers with office automation software, such as Microsoft Word, Excel, PowerPoint, Access to prepare and edit professional documents and correspondence.
- Proficient skills in navigating federal regulations to execute travel, compliance, procurement, budget tracking and year-end closeout.
- Expertise managing executive calendars, coordinating DV protocol, and directing secure correspondence and suspense trucking systems.
- Ability to work autonomously, anticipate leadership needs, and coordinate complex tasks across U.S. and Japanese military stakeholders.

6. License requirements:

- Current possession of valid ordinary Driver's License.

7. Others:

- Security Clearance Requirement: Must process Limited Access Authority (LAA).
- Work during exercises, events and overtime may be required.

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. Bilingual Executive Support & Protocol Management

Provides senior-leader level bilingual (English/Japanese) translation and interpretation services for official correspondence, daily operations, high-level meetings, conferences, and bilateral negotiations involving Directorate leadership, U.S. and Japanese Self-Defense Forces (JSDF) HQs, and/or central GOJ government officials.

2. Directorate's Administrative Operations & Knowledge Management

Serves as the primary administrative focal point and knowledge manager for the Directorate.

Manages, negotiates, and coordinates administrative matters concerning USG-GOJ alliance management initiatives.

Screens, tracks, and routes incoming and outgoing official correspondence, Staff Summary Sheets (SSS), and command documents through the Global Electronic Approval Routing System (GEARS) for senior ranking official (J00/J01/J02) signature.

Independently establishes, updates, and maintains instructions, directives, and Memorandum of Understanding (MOUs) with JSDF and GOJ in compliance with regulatory guidance.

Proactively anticipates leadership needs, solves complex administrative problems with minimal supervision, and proposes improvements to enhance overall productivity. Establishes, tracks, and consolidates organizational suspense and project timelines to ensure overall compliance and punctuality.

3. Procurement and Resource Management

Serves as the primary logistics and resource management coordinator for the Directorate.

Acts as a Government Purchase Card (GPC) holder, responsible for the proactive procurement and management of office supplies, equipment, and authorized services in compliance with federal fiscal regulations and contracting guidelines.

4. Travel Coordination and TDY Processing

Serves as the primary Defense Travel System (DTS) Officer and travel assistance point of contact for the Directorate.

5. Medical Program Support for Joint/Bilateral Exercises

Analyzes resource requirements for major joint and bilateral exercises (e.g., Keen Edge, Keen Sword, Freedom Edge, Freedom Shield, JXR, and Valiant Shield) with primary emphasis on field medical supplies and specialized logistics to support operational planning, and preparation.

Minimum Qualification

1. Position Title, Number:
Budget Analyst, #0254
374 CPTS/FMB

2. Basic Wage Table and LPL:
BWT 1-6, LPL-3

3. Language Degree (LD) Requirement Level (LPL): 3

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

4. Work Experience and skills:

- Work experience in budget formulation involves planning, programming, preparation and detailed analysis of annual budget estimates.
- Proficient skills to use various automated budgetary systems and computer-generated productions.
- More than one year of specialized technical or administrative work experience equivalent at BWT1-5 level in related to budget and finance field.
- Ability to analyze data in the accounting and finance systems to ensure accuracy of data elements.

Work Schedule:

- Work Hours: 40 hours / week
- 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

Performs budget formulation work involving preparation of detailed analyses and estimates of annual funding needs for Group-level units involving management of both HQ AFIMSC and HQ PACAF funding, collections, and vendor payments. Provides detailed analysis and forecast to both 374th Comptroller Squadron and the Group level resources team.

Analyzes data in the accounting and finance systems to ensure accuracy of data elements. Tracks various stages of accounting, e.g., commitments, Actual Expenditures Unpaid (AEU), Unliquidated Obligated Outstanding (UOO), Actual Expenditures Paid (AEP), and Reimbursements to ensure accuracy and completeness of accounting data.

Uses automated budgetary system(s) and computer-generated products in accomplishing budgeting assignments. Performs quality checks of automated system database information and advises program manager of any significant problems.

Provides quality customer service and establishes good working relations with base organizations. Function as a liaison between comptroller personnel, program managers, resources advisors, budget analysts, DFAS, and HQ PACAF and HQ AFIMSC personnel.

Minimum Qualification

1. Position Title, Job Number:

Librarian #112

374 Force Support Squadron (Library)

2. Pay Plan, Series, 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 Experience:

- More than one year of clerical or administrative work experience in any field.
- Skills to operate computers using office automation software, such as Microsoft Excel, Word, Outlook, etc.
- Skills of performing basic library programs for all ages initiatives (e.g., Story Time, Summer Reading Program).
- Ability to develop, promote, coordinate and manage library programs.
- Ability to assist the library director in publicity and marketing of library services.

5. Education Requirement:

- Completion of Bachelor's degree in related field or local equivalent or actual work experience of library operations and programs.

6. Physical Qualifications:

- Willing and able to lift/move/carry objects up to 16 kg frequently while performing everyday library tasks.
- Willing and able to push/pull heavy book trucks filled with books and other library materials frequently while performing everyday library tasks.

Work Schedule:

- Work Hours: 40 hours/ week Shift schedule
- Work Days: Tue - Sat
- Work Schedule: Tue-Thr 800-1700 or 100-1900 / Fri- Sat 800-1700
(Shift schedule is subject to change)

Remarks:

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

Main Duties

Program Management and External Collaboration: The librarian participates in program management initiatives, including collaborations between Yokota Library and other FSS Activities, and between the library and external institutions. The librarian assists in developing, promoting, and managing library programs, as well as coordinating volunteers to enhance the effectiveness of these programs.

Marketing and Outreach: Assists the library director in publicity and marketing of library services. Manages assigned marketing programs including basic community outreach, publicity programs, and special events. Provides input to marketing plans and strategies to identify and target patrons, assess their needs, and inform them of available programs, resources, and services.

Reference and Research Assistance: The librarian provides high-level reference and research assistance, engaging in comprehensive needs assessments to meet user requirements.

Minimum Qualification

- | | |
|--|--|
| 1. Position Title, Number:
Employee Management Relations Technician, #0066
 374 FSS/FSCN (NAF HRO) | 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:

- More than one year of specialized technical or administrative work experience equivalent at BWT1-5 level in related to human resources field.
- Skills in operation of computers with software, such as Microsoft Word, Excel Outlook, Power point, Access etc.
- Actual work experience of recruitment, selection, placement and management relations programs based on policies, regulations and laws.
- Ability to assist NAF Human Resources officer in the advising NAF programs.
- Knowledge in classification and position management is desirable.

Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: 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

1. Recruitment - Interpret and apply laws, regulations, policies, and practices to provide advice and guidance to supervisors, and employees. Develops and delivers briefings and status reports to managers to analyze issues and bottlenecks in the recruitment and placement area. Provides guidance to HR Assistants on completing SOFA paperwork for new employees as necessary and addressing any questions or issues that may arise around interpretation and application of policies and regulations.

2. Employee & Management Relations – Assists the NAF Human Resources Officer in the advising of NAF supervisors, managers, and employees in the NAF Employee/Management Relations Program (EMR). Advise and/or resolve moderately difficult issues that may also be sensitive or high profile.

3. HRIS - Serves as the subject matter expert and technical authority for and ensures the integrity of the NAF personnel data systems (DCPDS, BOXI etc.). Manages the NAF personnel data system for the HR Office. Responsible for tracking changes to the system and ensuring new staff are trained on how to use the system properly.

4. Customer Service - Acts as backup for HR Assistant when needed, for the following tasks: conducts briefings focused on NAF employment including job fairs, employee development, and general training. Participates in briefings for newly arrived families

5. Classification - Performs and advises on classification and position management for NAF positions encompassing crafts and trades, clerical, administrative, technical, and professional work.

Minimum Qualification

1. Position Title, Number, Organization:

**Accountant, #0002
DFAS/JRGD**

2. Basic Wage Table, Grade, LPL:

BWT 1-06, LPL: 3

3. Language Proficiency Level (LPL): 3

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

4. Work Experience:

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

Work Schedule:

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

Remarks:

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

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

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

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

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

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

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

Minimum Qualification

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

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

3. Language Proficiency Level (LPL) : 3

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

4. Knowledge, Skills and Experience:

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

5. Others:

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

Work Schedule :

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

Remarks:

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

Main Duties

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

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

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

Condition of Employment:

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

Minimum Qualification

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

3. Language Proficiency Level (LPL) : 3

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

4. Knowledge, Skills and Experience:

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

Work Schedule :

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

Remarks:

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

Main Duties

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

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

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

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

Minimum Qualification

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

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

3. Language Proficiency Level (LPL):2

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

4. Knowledge, Skills, and Ability:

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

5. Physical Requirement:

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

6. Others:

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

Work Schedule:

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

Remarks:

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

Main Duties

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

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

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

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

Operates manual and computer-controlled machines.

Minimum Qualification

1. Position Title, Number:
**Supply Requirement and Distribution Clerk
 #0343, GSA Japan**

2. Basic Wage Table, Grade, and 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:

- Experience of customer services in any field.
- Work experience in clerical and administrative support including operation of computers with software, such as Microsoft Word, Excel, Outlook, etc.
- More than one year of work experience of working in storeroom/warehouse with forklift operation.

5. License Requirement:

- Current possession of an ordinary vehicle driver's license with automatic and manual transmission.
- Current possession of a Forklift Operator's Certificate.

6. Physical Qualification:

- Requires lifting heavy loads up to 70 pounds (approximately 32 kilograms).

7. Others:

- The work requires overtime, night and weekend when needed.

Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: Mon - Fri
- Work Schedule: 7:15 – 16:00

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

Provides supply support to assist the operation of the GSA Mart retail store. Performs receipt, storage, issue, and replenishment of equipment and a variety of supply items in complying with functional memorandum of agreement established by squadron and GSA partnership. Examines items received to ensure proper identifications, notes overages, shortages, or any damages incurred in shipping.

Serves as the customers service counter attendant for the GAS Mart retail store. Verifies identification of customers and process issues in accordance with established procedures.

Operates electric and/or gasoline powered forklifts, material handling equipment and other vehicles to move, stack and unstack, and load and unload materials inside and outside of the warehouse.

Minimum Qualification

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

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

Receives and reviews a variety of standardized and recurring accounting documents / transactions and some non standardized transactions in support of assigned customers and accounts. Prepares and processes obligation documents and various vouchers upon verification of validity and funds availability in compliance to established guidelines and instruction. Returns erroneous documents/vouchers to responsible personnel/organization for research and appropriate corrective action.

Contacts using organization to resolve discrepancies and explains the vendor pay system requirements, to include when the pay may be suspended until proper documentation is received. Processes invoices and/or bills from other Department of Defense agencies and received reports; verifies the content to ensure legality and compliance to established guidelines/instructions prior to processing.

Explains requirements for achieving discounts or resolving other problem areas. Distributes payment vouchers to proper organizations. Establishes and maintains appropriate disbursement records and files. Performs follow-up actions with contracting and vendors.

Verifies the accuracy of accounting classification on obligation documents and vouchers that are prepared and/or submitted in the accounting system.

Reviews, processes and prepares bills for payments using various disbursement vouchers. Verifies documents to determine validity, funds availability and the presence of all requisite information.

Minimum Qualification								
1. Position Title, Number, Organization: Accounting Technician #0007 DFAS/JRGA					2. Basic Wage Table, Grade, LPL: BWT 1-04, LPL: 2			
3. Language Proficiency Level (LPL): 2								
LPL	TOEIC	ALCPT(LD) ~8 Feb 16	ALCPT 8 Feb 16~	TOEFL			CASEC	EIKEN
				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 and Organization: Accounting Technician #0007 DFAS/JRHA				2. Basic Wage Table, Grade, LPL: BWT 1-04, LPL: 2																											
3. Language Proficiency Level (LPL): 2																															
<table border="1"> <thead> <tr> <th rowspan="2">LPL</th> <th rowspan="2">TOEIC</th> <th>ALCPT(LD)</th> <th>ALCPT</th> <th colspan="3">TOEFL</th> <th rowspan="2">CASEC</th> <th rowspan="2">EIKEN</th> </tr> <tr> <th>~8 Feb 16</th> <th>8 Feb 16~</th> <th>PBT</th> <th>CBT</th> <th>iBT</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>550-729</td> <td>66-75</td> <td>75-89</td> <td>460-549</td> <td>140-209</td> <td>50-79</td> <td>560-869</td> <td>2nd</td> </tr> </tbody> </table>									LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN	~8 Feb 16	8 Feb 16~	PBT	CBT	iBT	2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd
LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN																							
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT																									
2	550-729	66-75	75-89	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, draft correspondence, and handle 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																															
Through application of comprehensive knowledge of proper accounting policies and service directives, performs quality review of all obligation documents for adequacy, legality, propriety, completeness and compliance to appropriate regulation/instruction.																															
Processes accounting transactions for commitments, obligations, and accruals from obtained purchase requests (Form 9) and contract/receipt of required source documents. Audits each transaction to verify the appropriateness and validity of the purchase from the generated computer products, other relevant documents accordingly.																															
Processes the Merged Accountability Fund Reporting (MAFR) transaction on a daily basis using the Integrated Payable System (IAPS) and General Accounting and Finance System (BQ). Ensures that all processed transactions are valid and in compliance to established regulations/instructions accordingly.																															
Prepares and processes Miscellaneous Obligation/Reimbursement Documents (MORDs) based on estimates provided by various governmental agencies such as PACAF, 5AF, US Forces Japan.																															
Performs quarterly examination of contracts and interservice support agreements. Reviews the terms of the contract and requirements on established support agreements to ensure that all terms are appropriate and in accordance with the services rendered to customers.																															
Condition of Employment: This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.																															

Minimum Qualification

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

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

3. Language Proficiency Level (LPL): 2

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

4. Knowledge, Skills, and Abilities:

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

Work Schedule:

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

Remarks:

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

Main Duties

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

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

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

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

Minimum Qualification

1. Position Title, 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:
**MWR Program Aid #0186
374FSS/FSWP**

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

3. Language Proficiency Level (LPL): 2

LD	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:

- Experience in customer service.
- Experience in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc.
- Ability to provide English/Japanese translation for customers.

5. License and Certification Requirements:

- Current possession of Valid Ordinary Vehicle Driver's License(for vehicle with automatic transmission)

6. Others:

- Required to work other than normal duty hours, which may include evenings, weekends, and /or holidays.

Work Condition and Schedule:

- Work Hours: 40 hours / week
 - Work Days: Shift Schedule (Monday to Saturday)
 - Day Off: Sunday and One Weekday
 - Work Schedule: 0800-1700, 0900-1800 or 1200-2100
- * Work schedule (days & hours) may vary based on mission needs

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

Provides services at the Community Center's information counter. Assists customers in planning in-country trips by providing information on routes, tickets, transfers, fares, discounts, tolls, and reservations. Provides English /Japanese translation for customers.

Opens and closes facilities following the established procedures and guidelines. Maintains information on monthly schedule of events board kept up to date.

Collects and records fees and charges.

Performs other related or incidental duties as assigned.

Minimum Qualification

1. Position Title, Number:
MWR Program Aid (Fitness) #0343
374FSS/FSVS

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

3. Language Proficiency Level (LPL): 2

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

4. Knowledge, Skills, and Abilities:

- Experience in customer service in any field.
- Basic skills in inputting or maintaining data in the system.
- Ability to perform janitorial /custodial duties.
- Ability to lift items up to 45 pounds (about 20kg)

5. Others:

- Work schedule will vary based on mission needs and may include day shifts, night shifts and/or weekends.

Work Schedule:

- Work Hours: 40 hours/ week
 - Workdays: 5 days/week (Shift Rotation)
 - Work Schedule: A-Shift: 0500-1400/B-Shift: 1230-2130
- *Shift Schedule is subject to change

Remarks:

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

Main Duties

Greets all visitors and provides general information regarding fitness center operations, programs, policies, and regulations.

Answers telephone calls, takes activity reservations, and inputs information into the appropriate databases.

Issues and receives a variety of fitness and sports equipment (e.g., rackets, balls, weights, towels) at the front counter.

Maintains comprehensive knowledge of all fitness center programs and events to serve as an informed resource for patrons.

Instructs customers and participants on the safe and appropriate use of exercise equipment. Assists in class preparation by setting up required equipment such as steps, weights, and audio systems.

Receives fees for programs and events, operates a cash register, and accurately handles cash transactions. Performs various clerical duties and may act as a translator to coordinate events between the fitness center and the local community as needed.

Performs other related or incidental duties as assigned.

Minimum Qualification 採用基準	
1. Position Title、Number／職種名、職番、部隊： Automotive Mechanic 自動車機械工 374LRS/LGRVM 装備即応中隊	2. Basic Wage Table 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 of maintaining, repairing, troubleshooting and overhauling vehicles. 車両の整備、修理、問題個所の分析や分解チェックの職務経験があること • Knowledge of examination of variety of vehicles by visual and auditory methods, operational test and/or diagnostic test equipment. 試験運転や試験運転装置などによる目視や音から様々な車両の不具合を診断分析する知識があること	
4. License Requirement／必要資格等： • Current possession of a valid Ordinary Vehicle Driver's License. (Not automatic transmission vehicle limited). 現在有効な普通自動車運転免許を所持していること（オートマ限定は不可） • Current possession of a valid 2nd Class Vehicle Mechanics License. 現在有効な2級自動車整備士免許を所持していること	
5. Physical Qualification／身体的要件： • Ability to of lifting 40 pounds (18 kilograms). 約18キロ程度の物を持ち上げられること • Ability to work frequently outside exposed to various weather conditions. 様々な天候条件の下での頻繁な野外での業務をこなせること	
6. Others／その他： • Basic level English ability (speaking and understanding) is desirable. 基礎レベルの英会話を理解出来る事が望ましい • Work experience with vehicle hydraulic devices is desirable. 油圧装置の作業経験があることが望ましい	
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: 7:15– 16:15 勤務時間：7時15分 – 16時15分	
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

Performs automotive mechanical work on a vast variety of vehicles/equipment such as scooters, pickup trucks, busses, trailers and special purpose vehicles and equipment attachments from under 1 ton to 50 tons and aircraft vehicles. Determines the overall mechanical condition of vehicles and equipment; annotates deficiencies as required, effects repairs.

Complies with all applicable checklists, technical orders, commercial manuals, safety policies, OSHA/ AFOSH standards including hazardous waste handling/disposal procedures. Researches vehicle parts ensuring the correct parts are being ordered.

スクーター、ピックアップトラック、バス、トレーラー、1トン以下～50トン迄の装備された特別な目的の車両や機器や航空機といった幅広い種類の車両について機械面での作業を行う。総合的な車両・機器の機械面での状態の判断を行う；必要に応じて不備や欠陥を指摘、効果的な修復を行う

該当する全てのチェックリスト、技術指令書、業務作業指示書、安全指針、労働安全衛生局基準/空軍衛生基準そして危険廃棄物の取り扱いや廃棄の手順を含んだ基準書をに従う。正しい部品が発注されているかを確認し、車両部品を調査する。

Minimum Qualification 採用基準	
1. Position Title、Number／職種名、職番、部隊： Tractor-Trailer Driver #2370 トラクター・トレーラー運転手 2370 番 374LRS/LGRDDO 装備即応中隊	2. Basic Wage Table: 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 heavy automotive vehicles and/or buses to transport passengers and cargo including over public roads and highways. 高速道路を含む公道を大型車両を運転し、乗客・貨物を輸送した職務経験	
4. License and Certificate Requirement／必要資格等： - Large Sized Vehicle Driver's License (Class I) *As for Ordinary Driver's License, Not automatic transmission vehicle limited. 大型自動車運転第一種免許 * 普通自動車免許はオートマ限定は不可 - Large Special Sized Vehicle Driver's License (Class I) 大型特殊自動車第一種免許 - Towing Driver's License けん引免許 - Forklift Operator's Certification (Maximum load capacity of 1 ton or more) フォークリフト運転技能講習（最大荷重 1 トン以上）	
5. Physical Requirement／身体的要件： Requires lifting up to 40 pounds (18 kilograms). 約 18 キロ程度の物を持ち上げられること	
6. Others／その他： Submission of Driving Record Certification (last five years) is required. 過去 5 年間の運転記録証明書の提出	
Work Schedule: - Work Hours: 40 hours/ week 週40時間 - Work Days: Mon – Fri 勤務日：月曜日～金曜日 - Work Schedule: 700 – 1600 勤務時間：7:00 – 16:00	
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 combination of gasoline- or diesel-driven truck tractor and semi-trailer or a truck and trailer unit, with 10- to 100-ton capacity, to transport bulky and heavy cargo and equipment between installation facilities or over public roads and highways.

Operates any US Government-owned, -rented, and -leased vehicles for which he or she is qualified on the required GOJ-issued vehicle driver's license to transport passengers and cargo on and off installation for official purposes.

Performs duties to maintain Government Motor Vehicle (GMV). Performs before-/during-/after-vehicle operation inspections and operator maintenance. Performs duties and responsibilities of the documented cargo operator to provide pickup and delivery services of supplies and equipment to base units by using a time definite delivery concept of operations.

積載量 10～100 トンの、ガソリンまたはディーゼル駆動のトラックトラクタ・セミトレーラ連結またはトラック・トレーラユニットを操作して、基地施設間または公道と高速道路上を大型で重量のある貨物および機器を輸送する。

公用のために基地内外で乗客と貨物を輸送するために、必要とされる日本政府発行の車両運転免許(下記)で運転できるすべての車種の米国政府機関が所有・賃貸する車両を操作する。

政府車両(GMV)を維持するための職務を遂行する。運転前・運転中・運転後の点検や運転者メンテナンスを行う。ドキュメントド・カーゴ運転者の責務を果たし、時間限定配送コンセプトを使用して物資・機器の回収・配送サービスを基地の諸部署に提供する。

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

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

Minimum Qualification 採用基準	
1. Position Title, Number／職種名、職番： Refrigeration and Air-Conditioning Mechanic 2240 冷蔵及び空気調節機械工、 374CES/CEOIH 施設中隊 (HVAC)インフラストラクチャー	2. Basic Wage Table, Grade／ 基本給表、等級 BWT 2-07 2表7等級
3. Knowledge, Skills and Experience／知識、技能と職務経験： Work experience in maintaining and repairing refrigeration and air conditioning equipment and systems. 冷蔵・空調機器及びシステムの保守・修理に関する実務経験。	
4. Required License and Certification／必要免許及び修了証： - Gas Welding Certificate ガス溶接技能認定証 - High Pressure Gas Class 3 Refrigeration Certificate. 高圧ガス第三種冷凍機器責任者資格 - Current possession of Ordinary Vehicle Driver's License (Manual Transmission vehicle License is desirable). 現在有効の普通自動車運転免許証（マニュアル車の運転免許であれば尚可）	
Work schedule： - Work Hours: 40 hours / week 週 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、番号： 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	2. Basic Wage Table、Grade： 基本給表、職番、等級： 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 and 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、番号： Automotive Painter #2036 自動車塗装工 2036 番 374 Logistics Readiness Squadron 装備即応中隊	2. Basic Wage Table、Grade： 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. 重さがあつ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、職番： Painter 塗装工, #2206 374 CES/CEIHF 施設中隊（家具メンテナンス）	2. Basic Wage Table, Grade / 基本給表、等級： 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: Plumber, #2218 配管工 2218番 374 CES/CEOHS 施設中隊	2. Basic Wage Table, Grade/ 基本給表、職番、等級 BWT 2-06 2表6等級
3. Knowledge, Skills, and Experience/知識、技能、能力: - Knowledge and skills to perform maintenance and repair of various type of plumbing system. 様々な配管システムの維持管理や修理を行う知識と技能。 - Understanding of basic level of English Language is desirable. 基礎レベルの英語を理解出来る事が望ましい。	
4. License Requirement/必要免許: Current possession of a valid ordinary vehicle driver's license. (Not automatic transmission limited) 現在有効な普通自動車運転免許証(オートマ限定不可)	
5. Other/その他 The following working conditions are not a daily occurrence but common and expected: 下記の労働環境での業務を行う場合があります。 -Working at heights 高所での作業 -Exposed to loud noise, dust, heat, sparks from high-temperature welding, chemical fumes, etc. 大きな騒音、粉塵、熱、高温溶接による火花、化学ガス(ヒューム)等にさらされる環境 -Extreme weather (hot/cold/snow/rain/strong wind) 極端な天候(暑さ、寒さ、雪、雨、強風)下での作業 -Shift and irregular schedule work 交代制勤務(シフト勤務)および不規則な勤務スケジュール	
Work Schedule - Work Hours: 40 hours/ week 勤務時間: 週40時間 - Workdays: Monday-Friday 勤務日: 月曜日～金曜日 - Work Schedule: 730 – 1615 勤務時間: 730 – 1615	
Remarks The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section. 監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。	
Main Duties 主な仕事	
Performs scheduled facility visits and accomplish recurring work, minor maintenance and repair and selected work orders. Inspects, maintains and repairs base water systems to include 300K linear feet (LF) of water distribution lines systems and seven sewage lift stations.	
定期的な施設巡回を実施し、繰り返しの定常作業、軽微な保守・修理、および選択された作業指示書(ワークオーダー)を遂行する。30万リニアフィート(LF/約91,440メートル	

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

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

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

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

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

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

Minimum Qualification 応募要件									
1. Position Title, Number/職種名、職番： Mobile Industrial Equipment Operator #2418 自動産業機械操作員 374 CES/CEOHP 施設中隊	2. Basic Wage Table, Grade 基本給表、職番、等級： BWT 2-05, 2 表 5 等級								
3. Knowledge, Skills and Work Experience/知識、技能、職務経験： - Experience and/or training in operating vehicles such as trucks, dump trucks and forklifts. トラック、ダンプカー、およびフォークリフトなどの車両運転（操作）に関する実務経験、または訓練（研修）を受けた経験があること。 - Experience related to landscaping or road work is desirable. 造園や道路工事に関連した作業の経験があることが望ましい。									
4. License and Certificate Requirement/必要資格等（要証明証コピー） - Large Sized Vehicle Driver's License. 大型自動車運転免許証 - Large Special Sized Vehicle Driver's License 大型特殊自動車運転免許証 - Forklift Operator's Certificate. フォークリフト技能講習修了証 - Constructional Equipment Vehicle Operator's Certificate (Land Grading/Carriage) - 車両系建設機器（整地/運搬/積み込み用及び掘削用）運転技能講習修了証									
5. Others / その他： - Physical ability to manually carry items weighting around 40 kg. 約 40 キロの重量物を手で運ぶ身体能力。 - Able to work outdoor under all weather conditions. あらゆる天候下での屋外作業ができる。									
Work schedule : <table border="0" style="width: 100%;"> <tr> <td>• Work Hours: 40 hours / week</td> <td>勤務時間：週40時間</td> </tr> <tr> <td>• Workdays: Mon - Fri</td> <td>勤務日：月曜日～金曜日</td> </tr> <tr> <td>• Day Off: Sat, Sun</td> <td>休日：土曜、日曜日</td> </tr> <tr> <td>• Work Schedule: 0730-1615</td> <td>勤務時間：07:30 – 16:15</td> </tr> </table>		• 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	• Day Off: Sat, Sun	休日：土曜、日曜日	• Work Schedule: 0730-1615	勤務時間：07:30 – 16:15
• 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								
• Day Off: Sat, Sun	休日：土曜、日曜日								
• 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 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
Operates tractors and tractors and towed or attached equipment or attached equipment on level or rolling terrain or rolling terrain such as open fields, parks, lawns, and along as open fields, parks, lawns, and along roadways. roadways.
Performs duties involved in maintenance, maintenance, repair, and construction of rigid pavements or similar repair, and construction of rigid pavements or similar concrete surfaces. surfaces.
トラクター及び付属機具等を操作し、平地や起伏があつたりする広い土地、公園、芝生地、道路沿い等の土地の作業を行う
硬質の舗道やコンクリート表面のメンテナンス、修理及び工事を含む作業を行う。
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. 本職務はミッションエッセンシャルに指定されています。採用者は緊急事態または緊迫した状況下において、在日米軍の任務を遂行するために、職場に出勤すること、または職場に留まって業務を継続することが義務付けられています。なお、この指定は戦闘作戦や動員に連動するものではありません。



Minimum Qualification

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

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

3. Language Proficiency Level (LPL) Requirement: 1

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

4. Knowledge, Skills, and Abilities:

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

5. Others:

- Culinary license/certificate preferred.

Work Schedule:

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

Remarks:

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

Main Duties

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

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

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

Minimum Qualification

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

3. Language Proficiency Level (LPL): 1

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

4. Knowledge, Skills, and Abilities:

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

5. Others:

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

Work Schedule:

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

*Work schedule and rest days are subject to change

Remarks:

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

Main Duties

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

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

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

Minimum Qualification								
1. Position Title, Number, Organizaiton: Housekeeper Foreman A, #2172 374FSS/FSVL (Kanto Lodge)					2. Basic Wage Table, Grade, and LPL: BWT 2-04, LPL-1 (IHA)			
3. Language Proficiency Level (LPL): 1								
LPL	TOEIC	ALCPT(LD) ~8 Feb 16	ALCPT 8 Feb 16~	PBT	CBT	iBT	CASEC	EIKEN
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 housekeeping, custodial, or related facility maintenance duties. - Ability to lead a team, such as distributing workloads, providing instructions, and conducting on-the-job training. - Ability to inspect cleaning work performance of others to ensure quality standards and maintain simple records.								
5. 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.20kg).								
6. 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: 40 hours/ week - Work Days: 5 days /week - Off day: Wednesday and Thursday - Work Schedule: Rotation 2 Shifts: 0700-1545 (Recess: 1130-1215) / 0830-1715 (Recess: 1200-1245)								
Remarks: The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the LN Staffing Section.								
Main Duties								
Serves as a working leader and schedules, plans, and distributes daily work assignments to other housekeepers.								
Inspects completed cleaning works (e.g., bed making, bathroom cleaning, dusting, and vacuuming) to ensure compliance with quality and sanitation standards, and provides feedback or corrective guidance to staff.								
Performs daily housekeeping duties directly when required, maintains operational supplies and inventory, and records daily progress reports or updates database records.								
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, Organization:
Service Worker(C), #2116
374FSS/FSWL (Tama Lodge)

2. Basic Wage Table, Grade, and LPL:
BWT 2-02, 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:

- Ability to perform tasks requiring physical effort, such as washing dishes by hand or machine, scraping and scouring pots/pans, and cleaning kitchen equipment.
- Ability to perform general housekeeping duties, such as cleaning and dusting dining/kitchen areas, stocking supplies, and carrying out garbage.
- Ability to follow oral and written instructions, and basic safety and sanitation rules.
- Ability to assist other kitchen staff with simple food preparation as required.

5. Physical Qualification:

- Work requires continuous standing and walking for extended periods, and frequent bending, stooping, and reaching.
- Ability to frequently lift and carry objects weighing up to 30 pounds (approx. 14 kg), and occasionally up to 45 pounds (approx. 20 kg).

6. Others:

- This position requires to obtain Food Handler's Certificate and/or take the training.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: 5 Days/ week (Off day: Mon and Tue or Tue and Wed)
- Work Schedule: 0545-1430, 0645-1530, 0715-1545, 0815-1700, 0945-1830, 1045-1930, 1145-2030, 1245-2130 (Recess: 45 mins)

Remarks:

- 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 service worker in the dining room to perform a variety of duties related to maintaining the sanitary condition of an eating establishment. Removes dirty or used dinnerware from the dining area; washes pots, food trays, pans, dishes, silverware, etc. manually and using the dishwasher that are used in the course of the day/shift. Stocks condiment items and table settings. Scrubs, scrapes, scours, work tables, refrigerators, etc.

Upon request, bring meals to dinner tables. Prepares simple service items such as iced tea and coffee, etc. Cleans and dusts the dining room and kitchen areas during business hours as necessary and after closing in preparation for the next business day. Carries out garbage during and at the end of the day to ensure sanitary conditions of the facility is maintained.

Assists other kitchen personnel as necessary in the preparation of cooked foods, restocking of the refrigerator/freezer, cleaning the stoves, ovens, microwave, etc.

Minimum Qualification																															
1. Position Title, Number, Organization: Waiter/Waitress #2143 374FSS/FSBD-W2 (Officers' Club)					2. Basic Wage Table, Grade, and LPL: BWT 2-02, LPL: 1 (IHA)																										
3. Language Proficiency Level (LPL): 1 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 10%;">LPL</th> <th rowspan="2" style="width: 10%;">TOEIC</th> <th style="width: 10%;">ALCPT(LD)</th> <th style="width: 10%;">ALCPT</th> <th colspan="3" style="width: 20%;">TOEFL</th> <th rowspan="2" style="width: 10%;">CASEC</th> <th rowspan="2" style="width: 10%;">EIKEN</th> </tr> <tr> <th>~8 Feb 16</th> <th>8 Feb 16~</th> <th>PBT</th> <th>CBT</th> <th>iBT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">400-549</td> <td style="text-align: center;">51-65</td> <td style="text-align: center;">65-74</td> <td style="text-align: center;">430-459</td> <td style="text-align: center;">120-139</td> <td style="text-align: center;">40-49</td> <td style="text-align: center;">475-559</td> <td style="text-align: center;">Pre-2nd</td> </tr> </tbody> </table>									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
LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN																							
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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).																															
5. Others: - Customer service experience in hotels and restaurants is strongly desirable. - Requires obtaining Food Handler's Certificate and/or taking Food Handler's Training and DRAM Shop. - Ability to handle dining inquiries and customer communications in both English and Japanese 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 - Work Days: Tuesday - Saturday - Work Schedule: 0900-1800 (recess 1400-1500) 1100-2000 (recess 1500-1600) 1330-2230 (recess 1600-1700) *Schedules are subject to change.																															
Main Duties																															
Serves at the Officers' Club Complex, providing service requiring rigid standards of efficiency.																															
Set assigned tables. Receive guests and take orders. Write guests' orders or enter them into computers. Answers routine question regarding food and beverages.																															
Prepares bread, butter, beverages and other dining items, receives orders and serves to guest tables. Removes soiled dishes, glasses, and silverware and cleans and prepares tables for further use.																															
Serves as a waiter/waitress at special function. As directed serves in the ballroom or other eating areas. Carries or wheels dishes to dishwasher, wipes glasses and silverware. Sets tables for special parties.																															
Perform cleaning duties: wipes woodwork and display counters; sweeps, scrubs, and mops floors.																															

Minimum Qualification

- | | |
|--|---|
| 1. Position Title, Job Number, Organization:
Guard #3001
374 SFS/S3O | 2. Basic Wage Table, Grade, and LPL:
BWT 3-1, LPL:1 |
|--|---|

3. Language Proficiency Level (LPL):1

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

4. Education level:

- High School Graduate or local equivalent.

5. License Requirement:

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

6. Physical Qualification:

- Physical health and stamina to accomplish job requirements.

7. Other:

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

Work Schedule:

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

Remarks:

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

Main Duties

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

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

Condition of Employment:

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

Minimum Qualification

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

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

3. Language Proficiency Level (LPL): 2

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

4. Knowledge, Skills, and Abilities:

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

5. License and Certification Requirement:

- Current possession of a Dental Hygienist License.

6. Others:

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

Work Schedule:

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

Remarks:

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

Main Duties

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

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

Instruct patients on proper dental health care and oral hygiene.

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

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

Perform other related or incidental duties as assigned.

Minimum Qualification

1. Position Title:
Dental Assistant, #5000
DHA/JLKB000

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

- Experience in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc. to prepare spreadsheets and e-mail.
- Communicate effectively with patients and staff.

5. Others:

- A minimum of 6 months of prior experience as a dental assistant is preferred.
- Must receive vaccination against 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: 7:00 - 16:00

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

Perform chairside assistance duties during examinations and treatment; obtain and document patient information accurately.

Prepare instruments and dental treatment room. Clean treatment area for the next patient in accordance with guidelines.

Maintain appropriate infection-control and sterilization standards. Clean, disinfect, and sterilize dental instruments.

Schedule appointments and review patient charts.

Performs other related or incidental duties as assigned.

Minimum Qualification	
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1. Position Title, Job Number:
Administrative Specialist #0292
374FSS/FSWA

**2. Pay Plan, Series, Grade, and LPL:
BWT 1-04, LPL-2 (IHA)**

3. Language Proficiency Level (LPL):2

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

4. Knowledge, Skills, and Abilities:

- Work experience in 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 with providing customer service in any field.

- Work Schedule:**
- Work Hours: 40 hours/ week
 - Work Days: Tue-Sat
 - Day Off: Sun, Mon
 - Work Schedule: Last Week of Mar-First Week of Nov: 09:00-18:00
First Week of Nov- Last Week of Mar: 0800-17:00
- *Work Schedule may vary*

Work Schedule:

- Work Hours: 40 hours/ week
 - Work Days: Tue-Sat
 - Day Off: Sun, Mon
 - Work Schedule: Last Week of Mar-First Week of Nov: 09:00-18:00
First Week of Nov- Last Week of Mar: 0800-17:00
- *Work Schedule may vary*

Remarks:

- Period of employment: Not to exceed 2 years * Subject to change.
- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Remarks: Period of employment: Not to exceed 2 years * Subject to change	
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- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

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Provides all required paperwork and explanations to customers who are interested in applying or Aero Club membership.

Updates files and maintains all members' training records for such items as flight hours, exams, and training, etc.

Performs as 1st line POC to respond to visitors and telephone callers.
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Per submitted flight plans coordinates with public use airports for Prior Permission Request (PPR) to permit landing. Arranges sightseeing tours and incentive flights as necessary.

Operates credit card reader and Chase Orbital application, completes cashier's report and/or financial reports, and ensure these are submitted to the cost center as necessary.

Performs other related or incidental duties as assigned.
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Minimum Qualification	
1. Position Title, Number and Organization: Golf Course Maintenance Man, #2149 ゴルフコース整備員 374FSS/FSWG (Tama Hills Golf Course)	2. Basic Wage Table, Grade: 基本給表, 等級 BWT 2-4, 2 表 4 等級 (IHA/HPT)
3. Knowledge, Skills, and Abilities 必要な知識、スキル、能力: - Work experience in physical labor, outdoor maintenance, landscaping, or agricultural work. 体力仕事、屋外での保守・整備、造園、農業などの実務経験 - Ability to operate and perform basic maintenance on lawn mowers, utility vehicles, or small machinery safely. 芝刈り機、作業用車両、または小型機械を安全に操作し日常的なメンテナンスを行える能力 - Ability to follow oral and written instructions and basic safety rules to perform physical tasks. 指示書や口頭での指示、基本的な安全ルールに従って、身体的業務を正確に遂行できる能力 4. License Requirement 必要な免許: - Current possession of a valid Ordinary Vehicle Driver's License. 有効な日本の普通自動車運転免許証を現に所持していること	
Work Schedule: - Work Hours: 40 hours/ week 勤務時間: 週40時間 - Work Days: Monday – Friday 勤務日: 月曜日～金曜日 - Work Schedule: 0700 - 1545 勤務時間: 0700－1545 - Recess: 1100 – 1145 休憩時間: 1100－1145	
Remarks: Hourly Pay Temporary Position: Not to exceed one year. 時給制臨時雇用: 雇用契約は1年まで - Hourly Wage: 1,500yen 時給: 1,500 円 - 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. 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	
Daily Course Setup & Grounds Maintenance: 日々のコース設営および整備業務 Performs cup cutting, placement of tee markers, filling water coolers, raking sand traps (bunkers), and policing/cleaning of the golf course. カップ切りやティーマーカーの設置、ウォータークーラーの補充、バンカーの砂ならし、コース内の清掃など。	
Turf Care, Cultural Practices & Project Assistance: 芝生のメンテナンスおよびコース改善作業 Assists with turf cultural practices, including aeration, weed removal, top-dressing sand applications, and supporting course renovation projects. エアレーション（芝生への穴あけ作業）や雑草の除去、目砂散布などの芝生管理、およびコース改修プロジェクトの補助。	
Equipment Operation, Transport & Light Maintenance: 各種機材の操作・運搬および軽整備 Operates and transports turf-care equipment such as lawn mowers and utility tractors, and performs routine maintenance including washing, greasing, and refueling equipment. 芝刈り機や小型トラクターなどの運転・操作、および機材の洗浄、グリスアップ、給油といった日常的なメンテナンス。	

Minimum Qualification

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| 1. Position Title, Number:
Housekeeper #2172
374FSS/FSVL (Kanto Lodge) | 2. Basic Wage Table, Grade, and LPL:
BWT 2-03, LPL-1 (IHA/HPT) |
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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)
- Hourly Wage: 1,290yen
- 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.