

## HOW TO REQUEST A DIMA POSITION IN JAPAN

Go to: [HRC Portal Vacancy Search](#)

**LOG IN: you must have an AKO account**

**CLICK TOOLS PICTURE**

**CLICK VACANCY SEARCH**

**ENTER** the below information in appropriate blocks

- A. IMA
- B. PACIFIC
- C. GRADE/MOS
- D. CLICK DISPLAY VACANCIES

It will show you everything available in the Pacific area. If your MOS and GRADE match, write down the Line and Para number.

### **Key notes:**

- a. Your MOS must match with requested position
- b. Position must either be current grade or one above
- c. We will ask you to send the Reserve Office the following documents if you meet the above requirements:
  - BIO, ORB, BRB, or Resume of Service
  - Last three (3) Evaluation Reports
  - DA Photo
  - APFT Scorecard
  - DA5500 (Male) / DA5501 (Female), if required
- d. The following is a list of all our available UIC's
  - W0ATAA (US ARMY JAPAN)
  - W094AA (US FORCES JAPAN)
  - W03H08 (CHPPM-PAC)
  - W4BVAA (835<sup>TH</sup> TRANSPORTATION BATTALION-OKINAWA)
  - W4FWAA (ASIAN STUDIES DETACHMENT)

If you meet all the above requirements, please send your request via [our Contact page](#). Ensure you state the UIC and Para/Line number in your e-mail. We will follow up with you to coordinate the receipt of your personnel documents if there is potential for a match.