

在日米陸軍 日本人事事務所 沖縄 求人案内  
U.S. Army Japan Japanese Employment Services Office (JESO) Okinawa  
Vacancy Announcement for Local National Positions

空席広報番号  
Vacancy Announcement Number  
2-JESO-26

(2026年1月14～20日)

**Announcement period is from 14 to 20 January 2026**

求人案内、応募書類および記入サンプルは以下のウェブサイトに掲載しております。

Vacancy Announcement, Job Application, and Sample Forms can be found at the following webpage:

<http://www.usarj.army.mil/okijobs/>

最新のUSFJ フォーム 196aEJ(20210324版)を使用していない履歴書での申請は受理されませんので、ご注意ください。

Note: Applications that are not written on latest USFJ Form 196aEJ (20210324 edition) will not be accepted.

JAPAN WIDE の求人に関しては沖縄県外からの応募者のみ必要書類をメールにてご提出ください。  
Applicants from outside of Okinawa may submit the required documents to the email address below  
for JAPAN WIDE vacancies.

[usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil](mailto:usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil)

応募書類を全てそろえて、トリイステーション正門（メインゲートのベースマップ横）、および在日米陸軍人事事務所（建物番号 218）2階 JESO掲示板下の投函箱へ提出して下さい。各種証明書（運転免許証のコピー、LPLなど）については、募集要項に記載の必要書類のみをご提出ください。履歴書は両面印刷ではなく片面印刷でご提出ください。投函箱へ提出する際には封筒、クリアファイルなどには入れずにホッチキスで左上をとめて投函して下さい。

For supporting documents such as a copy of driver's license, LPL, etc., please submit the required documents only per the announcement. Please submit the hard copy application in the drop box located at the Main Gate of Torii Station (by the base map), or the drop box located at Building #218. No double-sided printing document accepted. When submitting your application to the drop box, please do not put it in an envelope or clear file, but fasten it with a stapler in the upper left corner.

募集職種リスト List of Vacant Positions

| 職種<br>Job title   | 職場<br>Organization  | BWT-等級<br>BWT-GR      | 語学<br>LPL       | 契・協約<br>Contract<br>Agreement | 提示日<br>Open Since |
|---|---|-----------------------|-----------------|-------------------------------|-------------------|
| Guard<br>警備員  | [PMO25-62]<br>USAG Okinawa<br>PMO                                       | 3-1                   | 1               | MLC                           | 1/14/2026         |
| Postal Clerk<br>郵便事務職                                     | [DHR26-01]<br>USAG Okinawa<br>DHR<br><b>LTE NTE 5/15/2027</b>           | 1-4                   | 2               | MLC                           | 1/14/2026         |
| Heavy Duty Equipment Operator<br>重量装置運転手                  | [PW26-06]<br>USAG Okinawa<br>DPW  | 2-6                   | 0               | MLC                           | 1/14/2026         |
| Refrigeration & Air-Conditioning Mechanic<br>冷蔵及び空気調節機械工  | [PW26-09]<br>USAG Okinawa<br>DPW  | 2-6<br>(2-7)          | 0               | MLC                           | 1/14/2026         |
| Forklift Operator<br>フォークリフト運転手                           | [78SBO-5-26]<br>78th Signal<br>Battalion, S4<br>[78SBO-6-26]            | 2-6                   | 1               | MLC                           | 1/14/2026         |
| Automotive Equipment Inspector<br>自動車装置検査工 *              | [LRC-049-22]<br>403d AFASB<br>LRC Okinawa                               | 2-8<br>(2-9)          | 1<br>(2)        | MLC                           | 12/17/2025        |
| Storage Specialist<br>保管専門職                               | [ADO-PA-16-25]<br>10th SG<br>Ammo Depot.<br><b>LTE NTE 3/31/2026</b>    | 1-5                   | 2               | MLC                           | 12/3/2025         |
| Employee Management Relations Technician<br>従業員管理関係調整職 *  | [JESO-5-25]<br>USARJ G-1 CPD<br>JESO                                    | 1-5<br>(1-6)          | 3<br>(3)        | MLC                           | 11/26/2025        |
| Facility Planning Specialist<br>施設計画専門職                   | [PW25-31]<br>USAG Okinawa<br>DPW  | 1-7                   | 4               | MLC                           | 11/5/2025         |
| Engineering Technician (Civil)<br>エンジニア (土木) *            | [OM-22-22]<br>U.S. Army Corps<br>of Engineers                           | 1-5<br>(1-6)<br>(1-7) | 2<br>(3)<br>(3) | MLC                           | 10/29/2025        |
| Engineer (Civil)<br>エンジニア (土木)                            | [OM-23-25]<br>U.S. Army Corps<br>of Engineers                           | 1-8                   | 2               | MLC                           | 9/24/2025         |
| Ground Electronic Mechanic<br>地上電子機械工                     | [PW25-46]<br>USAG Okinawa<br>DPW  | 2-8                   | 1               | MLC                           | 9/3/2025          |
| Forklift Operator Foreman B<br>フォークリフト運転手 (フォーマン B)       | [ADO-PA-06-25]<br>10th SG<br>Ammo Depot.                                | 2-8                   | 2               | MLC                           | 9/3/2025          |
| Engineering Technician (Civil)<br>エンジニアリング専門職 (土木)        | [PW25-39]<br>USAG Okinawa<br>DPW  | 1-6                   | 3               | MLC                           | 7/30/2025         |
| Engineering Technician (Mechanical)<br>エンジニアリング専門職 (機械) * | [OM-26-25]<br>U.S. Army Corps<br>of Engineers                           | 1-6<br>(1-7)          | 2<br>(2)        | MLC                           | 7/30/2025         |
| Engineer (Civil)<br>エンジニア (土木)                            | [OM-15A-23]<br><b>LTE NTE 2-Year</b><br>U.S. Army Corps<br>of Engineers | 1-8                   | 2               | MLC                           | 6/25/2025         |
| Engineer (Civil)<br>エンジニア (土木)                            | [OM-19-25]<br>U.S. Army Corps<br>of Engineers                           | 1-8                   | 2               | MLC                           | 6/18/2025         |
| Engineer Technician (Architectural)<br>エンジニアリング専門職 (建築) * | [OM-51-24]<br>U.S. Army Corps<br>of Engineers                           | 1-5<br>(1-6)<br>(1-7) | 2<br>(2)<br>(2) | MLC                           | 5/7/2025          |
| Engineering Technician (Electrical)<br>エンジニアリング専門職 (電子) * | [OM-52-24]<br>U.S. Army Corps<br>of Engineers                           | 1-6<br>(1-7)          | 2<br>(2)        | MLC                           | 1/22/2025         |
| Engineering Technician (Electrical)<br>エンジニアリング専門職 (電子) * | [OM-05-25]<br>U.S. Army Corps<br>of Engineers                           | 1-6<br>(1-7)          | 2<br>(2)        | MLC                           | 1/22/2025         |

|   |            |                                 |              |          |     |            |
|---|------------|---------------------------------|--------------|----------|-----|------------|
| Engineer (General)<br>エンジニア (一般)  | [PW-21-40] | USAG Okinawa<br>DPW             | 1-7          | 2        | MLC | 1/15/2025  |
| Engineer (Fire Protection)<br>エンジニア (消防)  | [OM-01-25] | U.S. Army Corps<br>of Engineers | 1-7          | 2        | MLC | 12/11/2024 |
| Engineering Technician (Telecommunications Systems)<br>エンジニアリング専門職 (テレコム) [78SBO-31-23] |            | 78th Signal<br>Battalion, S3    | 1-7          | 4        | MLC | 12/11/2024 |
| Engineer (Mechanical)<br>エンジニア (機械)   | [PW24-20]  | USAG Okinawa<br>DPW             | 1-7          | 2        | MLC | 8/28/2024  |
| Engineer (Civil)<br>エンジニア (土木)  | [PW23-06]  | USAG Okinawa<br>DPW             | 1-7          | 2        | MLC | 8/28/2024  |
| Engineer (Architectural)<br>エンジニア (建築)  | [PW24-49]  | USAG Okinawa<br>DPW             | 1-7          | 2        | MLC | 8/28/2024  |
| Engineering Technician (Mechanical)<br>エンジニアリング専門職 (機械) *                               | [OM-29-24] | U.S. Army Corps<br>of Engineers | 1-6<br>(1-7) | 2<br>(2) | MLC | 7/17/2024  |

\* こちらは見習い等級の職種です。目標レベルは () 内に表記されています。応募者の資格、職務経験等によって採用される等級が決定されます。

\* Trainee level position. Target level is shown in (). Hiring grade will be determined by qualification level of the applicant.

求人案内、応募書類および記入サンプルは以下のウェブページに掲載しております。

<http://www.usajobs.army.mil/okijobs/>

#### 職種への応募方法:

- (1) 掲載求人へ応募される方は、この求人案内カバーシートおよび応募される応募要件をよくお読みください。各求人において、下線のある部分は必須要件です。
- (2) 内容をご理解、ご了承いただいたうえで、履歴書 (USFJ Form 196aEJ)、事前質問票、および他の必要書類を締め切り日までに、下記の投函箱へ投函して下さい。
- (3) 投函箱へ提出する際には封筒、クリアファイルなどには入れずにホッチキスで左上をとめて投函して下さい。

投函箱-1. トリイステーション、メインゲート（ゲート1）、警備室から道を挟んで向かいの地図看板付近  
2. トリイステーション、在日米陸軍人事事務所建物（建物番号 218）、2階の投函箱

#### 応募書類（応募職種により異なります）：

- －事前質問票
- －履歴書 (USFJ Form 196aEJ)
- －職務経歴書
- －語学能力を証明する書類のコピー
- －免許証・証明書等のコピー

#### 語学能力級(LPL)を要する空席への応募について:

語学能力級(LPL)を要する空席への応募は、下記いずれかの語学能力試験結果証明の提出が必要です。

語学能力級表

| LPL             | TOEIC   | ALCPT<br>Prior to<br>8 Feb 16 | ALCPT<br>After<br>8 Feb 16 | TOEFL   |         |       | CASEC   | EIKEN   |
|-----------------|---------|-------------------------------|----------------------------|---------|---------|-------|---------|---------|
|                 |         |                               |                            | (PBT)   | (CBT)   | (iBT) |         |         |
| 4 (Exceptional) | 860-990 | 86-100                        | NA                         | 600-    | 250-    | 100-  | NA      | 1st     |
| 3 (Fluent)      | 730-859 | 76-85                         | 90-100                     | 550-599 | 210-249 | 80-99 | 870-    | Pre 1st |
| 2 (Average)     | 550-729 | 66-75                         | 75-89                      | 460-549 | 140-209 | 50-79 | 560-869 | 2nd     |
| 1 (Elementary)  | 400-549 | 51-65                         | 65-74                      | 430-459 | 120-139 | 40-49 | 475-559 | Pre 2nd |
| Pre-1 (Minimal) | 350-399 | NA                            | 40-64                      | NA      | NA      | NA    | NA      | 3rd     |

#### 事前質問票の親族について:

米連邦政府組織では縁故採用を禁止しており、監督者がその監督下、または影響下にある職位に親族を採用、雇用、昇格、昇進する事を禁じています。親族の定義は以下の通りです。父、母、息子、娘、兄弟、姉妹、叔父、叔母、従兄弟・従姉妹、甥、姪、夫、妻、義父、義母、義息、義娘、義兄弟、義姉妹、継父、継母、継子(息子・娘)、継兄弟、継姉妹、異父母の兄弟・姉妹。

#### 注意事項：

掲載求人への応募は、応募書類の記入漏れ、不備がないか十分に確認のうえ提出してください。書類不備および提出期限を過ぎて提出された場合は、選考の対象外となります。提出された書類の返却はいたしません。

VACANCY ANNOUNCEMENT, JOB APPLICATION, AND SAMPLE FORMS CAN BE FOUND AT THE FOLLOWING WEBPAGE

<http://www.usarj.army.mil/okijobs/>

**HOW TO PREPARE AND SUBMIT APPLICATIONS:**

- (1) Person who is interested in applying the vacant position must read this instruction and announcement carefully. Note: Please pay close attention to any highlighted and underlined section in this document.
- (2) Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in the following drop box.
- (3) When submitting your application to the drop box, please do not put it in an envelope or clear file, but fasten it with a stapler in the upper left corner.

■ **Drop Box – 1. Torii Station, Main Gate/Gate 1 (across from the guard box, in front of the map sign)**  
**2. Torii Station, Japanese Employment Services Office Okinawa (Building 218), 2nd floor**

**DOCUMENTS REQUIRED TO APPLY (Required documents may vary depending on the position):**

- Pre-Employment Inquiries
- Personal History Statement (USFJ Form 196aEJ)
- Resume of Work Experience
- Copies of English Proficiency Test for LPL requirement, see below chart
- Copies of License(s) and/or Certificate(s)

**LANGUAGE PROFICIENCY LEVEL (LPL) REQUIRED TO APPLY (Required level may vary depending on the position):**

Application for position requiring Language Proficiency Level (LPL) requires submission of one of the below English proficiency test certificates.

**Chart of English Proficiency Level (LPL)**

| LPL             | TOEIC   | ALCPT<br><b>Prior to<br/>8 Feb 16</b> | ALCPT<br><b>After<br/>8 Feb 16</b> | TOEFL   |         |       | CASEC   | EIKEN   |
|-----------------|---------|---------------------------------------|------------------------------------|---------|---------|-------|---------|---------|
|                 |         |                                       |                                    | (PBT)   | (CBT)   | (iBT) |         |         |
| 4 (Exceptional) | 860-990 | 86-100                                | NA                                 | 600-    | 250-    | 100-  | NA      | 1st     |
| 3 (Fluent)      | 730-859 | 76-85                                 | 90-100                             | 550-599 | 210-249 | 80-99 | 870-    | Pre 1st |
| 2 (Average)     | 550-729 | 66-75                                 | 75-89                              | 460-549 | 140-209 | 50-79 | 560-869 | 2nd     |
| 1 (Elementary)  | 400-549 | 51-65                                 | 65-74                              | 430-459 | 120-139 | 40-49 | 475-559 | Pre 2nd |
| Pre-1 (Minimal) | 350-399 | NA                                    | 40-64                              | NA      | NA      | NA    | NA      | 3rd     |

**REMARKS ON NEPOTISM:**

Nepotism is prohibited in the U.S. Federal Government organizations. The management official is prohibited to appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement into a position for which the management official is servicing or over which he exercises jurisdiction or control any individual who is a relative of the management official. The relatives are defined as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

**NOTE:**

It is your responsibility to make sure your application is complete. Applicants who have not submitted a complete package by the deadline will not be considered. All submitted documents will not be returned. Applications with false statements are invalid.

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| <b>在日米陸軍日本人事事務所 沖縄 求人案内</b><br><b>U.S. Army Japanese Employment Services Office (JESO) Okinawa</b><br><b>Vacancy Announcement for Local National Positions</b> | 空席広報番号/Announcement Number<br><b>2-JESO-26</b><br><br>募集期間/Opening Period<br><b>14-20 January 2026</b> |
|--|--|

募集可能従業員/Area of Consideration:

日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan  
 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa  
 沖縄県内の在日陸軍日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes)  
 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

Current USFJ employees who are outside the area of consideration will not be considered.

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|---|---|
| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level | 雇用形態/Employment Status:<br>Permanent/Full-Time  |
| <b>Guard, MLC-3000, BWT 3-1, LPL: 1</b><br><br>*See below CONDITIONS OF EMPLOYMENT          | 求人数/Number of Position(s): <b>1</b><br><br>部隊名/Organization (Work Location):<br><b>U.S. Army Garrison Okinawa, Directorate of Emergency Services (DES), Provost Marshall Office (PMO), Various Work Locations [PMO-25-62]</b> |

**職務内容/Duties:**

Performs guard duties at designated access control points/gates and controls pedestrians and vehicles traffic entering and leaving USAG-O installations and facilities. Ensures that only authorized personnel and vehicles are permitted to enter; checks documents such as personal badges, passes, and property authorizations, denies entry or exit if necessary. Inspects personnel with suspicious packages. Conducts vehicle inspection to ensure that contraband, explosives or other unauthorized material is not introduced. Ascertains destination of visitors as required, makes appropriate telephone clearances and provides instructions for reaching organizations and personnel. Issues visitor permits after obtaining clearance from individual or organization involved. Maintains logs and other records to identify persons, vehicles and property entering or leaving the facility and may be required to check personnel, parcels or vehicles to prevent unauthorized removal of property. Operates and monitors security alarm system at assigned areas during the absence of the Desk Sergeant or Shift Supervisor. Capable of operating a government motor vehicle safely, as required. Performs walking patrol duties at landing zones, shipyards, fuel sites, ammunition, billeting, material storage areas, and Mission Essential and Vulnerable Areas (MEVAs) to prevent unauthorized entry, detects hazardous conditions, and ensures intrusions have not occurred. Informs Shift Supervisor via Guard Chief or Assistant Guard Chief of found problems and deficiencies in security by operating two-way radio communication devices. Apprehends unauthorized visitors, takes appropriate minor corrective action or reports other incidents to superiors for instruction and awaits arrival of proper personnel to respond and handle any irregularities. Makes appropriate written and oral reports to establish required official records of incidents encountered.

Performs other related or incidental duties as assigned.

**必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:**

No experience required (Guard only).

## 要求される語学能力級/Required Language Proficiency Level (LPL):

Ability to speak, read and write English and Japanese at Elementary proficiency level (LPL: 1) is required.

## 要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:

1. Must have a valid GOJ driver's license (Manual Transmission is desirable) (自動車運転免許—マニュアル車が望ましい).

## 要求される雇用条件/Required Condition of Employment:

- Must be able to obtain and maintain GOV driver's license.
- Satisfactory completion of criminal history police background check and maintain a periodic favorable background check as required.
- Must be able to pass required medical evaluation and physical exam, per AR 190-56 (mental health and cardiovascular evaluation).
- Must be able to pass the Physical Agility Test, per Army Regulation 190-56 requirement.
- Must be able to pass the Oleoresin Capsicum Spray Certification Course and carry Oleoresin Capsicum (OC Spray).
- Satisfactory completion of appropriate training in use of certain firearms and maintain proficiency/qualification as required (Pistol & Shotgun), the carrying of such arms while assigned to certain duty stations authorized by the respective authorities.
- Wear body armor while performing duties when armed with a duty weapon.
- Must be available to work and drive under the inclement weather conditions to maintain emergency/security services.
- Must be available to work at any work site under irregular work schedule based on Operational requirements (Naha Military Port, Chimuwan Tank Farm Areas, Tengan Booster, Kuwae 1 & 2 Tank Farms, and Torii Station).
- This position is designated as Mission Essential (M-E), First Responder. 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.
- May be required to work outside of normal duty hours, to include overtime, if directed.

勤務時間/Work Schedule: Mon-Sun, 8 Hour Shift: 1st shift: 0600-1500hrs; 2nd shift: 0730-1630hrs; 3rd shift: 1200-2100hrs; 4th shift: 1400-2300hrs; 5th shift: 2200-0700 (1 hour recess).

## \*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart)
- 免許証・証明書等のコピー / Copies of License(s) and/or Certificate(s)

## 応募方法/How to apply:

必要提出書類を締切日までに記載されている投函箱へご提出ください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方々は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of the designated drop boxes. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

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| 在日米陸軍 日本人事事務所 沖縄 求人案内<br>U.S. Army Japan Japanese Employment Services Office Okinawa<br>Vacancy Announcement for Local National Positions | 空席広報番号/Announcement Number<br><b>2-JESO-26</b>   |
|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration

日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan  
 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa  
 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)  
 募集組織内に雇用されている従業員 Current employees employed within the Organization.

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level | 雇用形態/Employment Status<br><b>LTE NTE 15 May 2027 (期間限定)</b>  |
| <b>Postal Clerk MLC-0020</b>  | 求人件数/Number of Position(s): <b>1</b>   |
| <b>BWT-1 Grade-4 LPL-2</b>  | 部隊名/Organization (Work Location)<br><b>U.S. Army Garrison Okinawa</b><br><b>DHR, Military Post Office</b><br><b>(Torii Station)</b><br><b>[DHR26-01]</b> |

\*See below CONDITIONS OF EMPLOYMENT

**職務内容/Duties**

Performs postal financial services. Checks Identification for all customers to ensure they are authorized to use the APO in accordance with appropriate regulations. Accepts items for mailing and advises patrons of applicable postal and customs regulations. Determines mail ability and adequacy of packaging. Computes charges for postage and special service fees. Affixes appropriate endorsement for category of mail and for special services requested. Sells Money orders, stamps and postal related products. Is accountable for \$1000.00 postage stock and the funds received from the sale of postage stock, money orders. Remits same funds to the Custodian of Postal Effects as required. Maintains an adequate level of stamps available for sale to patrons. Provides courteous direct contact with customers on a one-to-one basis. Performs interpreting and translating duties for authorized non-English speaking Military Postal users regarding postal problems. Receives complaints concerning mail delivery, mail delays, lost mail, completes appropriate forms, and routes them for appropriate action. Loads and unloads mail trucks, sea vans, and other containers. Handles packages and mail sacks weighing up to 70 lbs. Collects mail from drop boxes. Postmarks and cancels outgoing mail and sorts into proper classes and destination. Places mail into trays, pouches, and sacks, and prepares and affixes routing slips. Tags outside mail pieces, weighs and counts outgoing mail. Sorts incoming mail according to mail distribution scheme. Records and processes accountable mail ( other than registered mail) and non-accountable mail. Prepares and checks manifests to ensure proper receipt and dispatch. Rewraps damaged parcels and letters and endorses as required. Receives returned mail from unit mail clerks and provides directory service to same. Operates government vehicle from/to work locations to conduct work assignments. Sorts and distributes mail to authorized patrons through lockboxes and through service window for general delivery mail. Places notices in lockboxes for recipient of large items and of accountable mail to call at window. Verifies and dates general delivery and "hold mail" for incoming permanent change of station or transient personnel, and permanent party personnel. Forwards mail to personnel on leave, temporary duty, or permanent change lockbox combinations, and performs preventive maintenance and minor repairs on lockboxes. Assists in directorizing mail and the processing of claims for lost or damaged indemnity mail. Files insured and certified mail receipts.

Performs other supply related duties as assigned.

**必要応募資格基準/Minimum Qualification Standards (MQS) Requirement**

When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.

Must have at least one (1) year of general work experience OR Completion of two (2) year junior college/university or technical or business school.

**要求される語学能力級/Required Language Proficiency Level (LPL)**

Ability to speak, read and write English at Average proficiency level (LPL 2) is required.

**要求されるライセンス・修了証書・証明書/Required Licenses and Certificates**

Must have a valid GOJ driver's license (普通自動車免許).

**要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

1. General knowledge of Windows operating systems and Microsoft software.
2. Good computer skills.

**要求される雇用条件/Required Condition of Employment**

1. Must be in good physical condition to lift parcels and mail sacks weighing up to 70 pounds.
2. May be required to work on Japanese Holidays.
3. Must be able to obtain and maintain GOJ driver's license.
4. May be required to work overtime occasionally.

**勤務時間/Work Schedule**

Monday-Friday (40 hours per week) 0830–1730 (Recess: 1130-1230)

**タイムイングレード/Time in Grade (TIG)**

To be promoted, current MLC/IHA employee applicants must have completed at least 6 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-3) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

**\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents)**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

**応募方法/How to apply**

必要提出書類を締切日までに1ページ目に記載の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes/location mentioned in page 1. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

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| 在日米陸軍 日本人事事務所 沖縄 求人案内<br>U.S. Army Japan Japanese Employment Services Office Okinawa<br>Vacancy Announcement for Local National Positions | 空席広報番号/Announcement Number<br><b>2-JESO-26</b>   |
|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

- 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan
- 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa
- 沖縄県内の在日陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員(米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes)
- 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

Current USFJ employees who are outside the area of consideration will not be considered.

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level | 雇用形態/Employment Status:<br><b>Permanent/Full-Time</b>  |
| <b>Heavy Duty Equipment Operator MLC-2135,</b><br><b>BWT: 2-6, LPL: 0</b>                   | 求人件数/Number of Position(s): <b>1</b>   |
|   | 部隊名/Organization (Work Location):<br><b>USAG Okinawa, DPW, O&amp;M Division, B&amp;G Branch, Torii Station [PW26-06]</b> |

\*See below CONDITIONS OF EMPLOYMENT

**職務内容/Duties:**

Heavy Equipment Operator - Determines equipment needs and select best equipment for the job. Installs and adjusts attachment on equipment depending on the nature of work to be performed. Ensures utility clearances have been done on area to be worked before digging or drilling. Work is generally performed on flat or rolling terrain, refuse dumps and constructions sites with simple terrain problems. Operates heavy construction equipment such as bulldozers, road graders, scrapers, earth haulers, excavators, rollers, etc. to push, pull, pile, or load materials such as sand, gravel, earth, coal, rocks, refuse, tree stumps, and other materials. Operates bulldozer and other equipment to cover materials dumped at sanitary fills; to excavate for dead animal pits, wood pits, paper, and other pits; to blade dirt out of diversion ditches; to pile dirt for front end loader, and to excavate soil for various other projects. Operates sweepers with attachments to sweep roads, parking lots, runways, streets, and confined areas. Operates light and heavy wheeled vehicles for the transportation of personnel and supplies. Operate other engineer equipment when needed. Performs as ground guides and riggers in assisting crane operators during lifting operations. Reviews technical manuals, equipment operating manuals and vehicle/equipment safety manuals. Researches equipment/vehicle SOP, policies and regulations. Operates government vehicle from/to work locations to conduct work assignment. Heavy Equipment Maintenance - Performs daily equipment pre-start checks to include fluid levels, belt tension, tire pressure and overall appearance of vehicles. Perform daily equipment operator's maintenance on heavy-duty equipment. Perform preventive maintenance on engineer equipment. Performs clean-up duties such as cleaning equipment, sweeping, straightening, and lining up tools and other property in the assigned area. Safety Practice - Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment.

Performs other duties as assigned.

**必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:**

Must have at least one year of specialized experience at next lower grade level (2-5) or equivalent.

**要求される語学能力級/Required Language Proficiency Level (LPL):**

There is no LPL requirement (LPL 0). However, ability to speak, read and write English at Elementary proficiency level (LPL 1) is highly desirable.

**要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:**

1. Must have a valid GOJ driver's license (Maul Transmission / 普通自動車免許マニュアル車)
2. Must possess a GOJ Heavy Special Vehicle Driver's license (大型特殊免許).
3. Must possess GOJ Skill Training Course for the operation of Vehicle-Type Construction Machines (grounding, transporting, loading and excavating (more than 3 tons)(車両系建設機械 (整地、運搬、積み込み及び掘削用) 運転技能講習修了証)
4. Must possess a Trailer-Towing license (けん引免許).
5. Must possess a GOJ Heavy Vehicle Driver's license (more than 11 tons) (大型一種自動車運転免許).
6. Must possess a certification of GOJ Skill Training Course for Small Mobile Crane Operation (more than 1 ton/less than 5 tons) (小型移動式クレーン技能講習 (1トン以上5トン未満)).

**要求される雇用条件/Required Condition of Employment:**

1. Must be physically fit to perform the duties above.
2. Must be able to work outside of normal duty hours when required/directed.
3. Hearing and eyesight must be normal.
4. Must be physically fit to accomplish lifting and landing items up to 40kg
5. Must be able to obtain and maintain GOV driver's license.
6. 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.
7. Must be able to obtain and maintain GOV driver's license.

**Work Schedule: Mon – Fri (40 hours per week) 0730-1615 (Recess 1130-1215)**

**タイムイングレード/Time-in-Grade (TIG)**

**BWT-2 Grade-6**

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-2 Grade-5) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

**\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー / Copies of License(s) and/or Certificate(s)

**応募方法/How to apply:**

必要提出書類を締切日までに指定の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

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| 在日米陸軍日本人事事務所 沖縄 求人案内<br>U.S. Army Japan Japanese Employment Services Office Okinawa<br>Vacancy Announcement for Local National positions | 空席広報番号/Announcement Number<br><b>2-JESO-26</b>   |
|  | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

- 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan
- 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa
- 沖縄県内の在日陸軍日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes)
- 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

Current USFJ employees who are outside the area of consideration will not be considered.

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level                               | 雇用形態/Employment Status:<br><b>Permanent/Full-Time</b>  |
| <b>Refrigeration and Air-Conditioning Mechanic -Trades</b><br><b>Advanced Trainee</b><br><b>MLC-2223, BWT-2-6, LPL: 0</b> | 求人件数/Number of Position(s): <b>2</b>   |
| <b>Refrigeration &amp; Air-Conditioning Mechanic,</b><br><b>MLC-2240, BWT 2-7, LPL: 0</b>                                 | 部隊名/Organization (Work Location):<br><b>USAG-O, DPW, O&amp;M Div., Utilities &amp; Energy Branch, Mechanical Section., Torii Station [PW26-09] [PW24-55]</b> |

\*See below CONDITIONS OF EMPLOYMENT

**職務内容/Duties:**

This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.

**BWT-2 Grade-6** This position has been established at the advanced developmental level of one (1) grade lower than the target grade level for the purpose of developing the necessary skills, knowledge, and abilities required to progress to the full performance level of target grade level as described in the target grade PD. Assignments are pre-selected for developmental purposes progressing from the more common and typical assignments to the more difficult assignments as the appropriate skills, knowledge and abilities are gained by the incumbent. Differences between this position and the full performance level are as follows: Serves in a developmental capacity, completes the tasks regarding assigned trade and craft. The specific duties and responsibilities are essentially the same as those described at the full performance level except closer supervision and guidance are provided initially, gradually allowing the incumbent more independence as appropriate skills and abilities are acquired. The incumbent may be subject to review by a Position Classification Specialist prior to promotion to the target grade level. Advancement to the full performance level is not automatic with the completion of all qualification requirements, but is contingent upon the assignment and performance of higher level duties or, a regular basis. The immediate supervisor must assure that the developmental level has been adequately mastered through actual performance.

**BWT-2 Grade-7 (Full-Performance Level):**

Installs, maintains, repairs refrigeration and air-conditioning equipment, ice-making machines, water cooling machines and components on living quarters, offices, etc. Repairs compressors, motors, condensers, humidifiers, evaporators, heaters and other components. Installs auxiliary and control mechanisms, piping or tubing. Overhauls and repairs equipment, machines, plumbing, etc., disassembles, inspects and replaces worn or defective parts. Reassembles units, charges refrigeration system with gas, tests installation for leaks, and performs final tests and adjustments of equipment and machines for optimum performance. Diagnoses troubles of equipment and makes repairs as needed. Performs scheduled maintenance to equipment for serviceability,

repairs, replaces defective parts. Utilizes all hand tools, test equipment and instruments and shop machines. Operates government vehicle from/to work locations to conduct work assignments. Troubleshoots entire systems. Repairs or replaces fans, pumps, thermostats, humidistat motors, compressors, valves, gauge, pneumatic and electric controls, filters and other related elements. Tests systems for leaks and proper/safe operations. Maintains logs relating to equipment, nature of repair, preventive maintenance frequency schedules, etc. Compliance to established policies and procedures, safety on the job adheres to work schedules, and standards of conduct.

Performs other related or incidental duties as assigned.

**必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:**

Must have at least 1 year of specialized experience at the next lower grade level or equivalent.

**要求される語学能力級/Required Language Proficiency Level (LPL):**

There is no LPL requirement for this position. However, ability to speak, read, and write English at Elementary English proficiency (LPL: 1) is highly desirable.

**要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:**

1. Must have a valid GOJ driver's license (Manual Transmission) /準中型自動車免許 5 トン未満限定, マニュアル車)
2. Must have a Refrigerant Handling Certificate/Refrigerant Recovery Technician's Certificate (冷媒回収技術者資格修了証を保持していること).
3. GOJ 2nd Class Electrician's Certificate is desirable (第二種電気工事士資格を保持していることが望ましい).

**要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA):**

1. A technical school, college, or university graduate with specialized education in heating, ventilation, refrigeration and air conditioning is highly desirable.
2. Knowledge in all aspects of HVAC and HVAC theory.
3. Minimum of 1 year experience as an HVAC Mechanic is highly desirable.

**要求される雇用条件/Required Condition of Employment:**

1. Must be able to work outside of normal duty hours when required/directed.
2. Must be physically fit, requires, bending and lifting items up to 40kg.
3. This position is designated as Mission Essential. Incumbents are required 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.
4. Must be able to obtain and maintain GOV driver's license.

**勤務時間/Work Schedule: Mon-Fri (40 hours per week): 0730-1615 (Recess: 1130-1215)**

**タイムイニングレード/Time-in-Grade (TIG)**

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

**\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

**応募方法/How to apply:**

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|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan  
 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa  
 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)  
 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level | 雇用形態/Employment Status<br>Permanent (Full-Time)  |
| <b>Forklift Operator MLC-2111</b><br><b>BWT-2 Grade-6 LPL-1</b>                             | 求人件数/Number of Position(s): 2  |
|   | 部隊名/Organization (Work Location)<br><b>78th Signal Battalion</b><br><b>Headquarters and Headquarters Detachment</b><br><b>S4</b><br><b>(Camp Foster)</b><br>[78SBO-5-26]<br>[78SBO-6-26] |

\*See below CONDITIONS OF EMPLOYMENT

### 職務内容/Duties

Works under the general supervision of the S4 Supervisor Logistics Specialist, who sets the overall objectives and defines responsibility. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Serves as Forklift Operator and Coordinator for the Project Support Activity (PSA). Responsible for off-loading and loading cargo processed by the organization and performing facility coordinator duties as required. Operates forklifts (4,000–10,000 pounds), pallet jacks, pushcarts, and other material handling equipment to transport boxes, crates, and related items. Loads and unloads various supplies using appropriate equipment. Receives materials by checking supplies and equipment against receipt documents. Performs inventory, storage, delivery, and shipment of Bills of Materials (BOM). Receives materials by checking supplies and equipment against receipt documents. Performs inventory, storage, delivery, and shipment of BOM. Ensures all incoming supplies are verified against receiving documents and that stock numbers, part numbers, and quantities are correct before placing items in temporary storage. Pulls BOM according to project requirements and prepares materials for delivery to job sites. Prepares, packs, and crates materials for shipment, ensuring containers are properly marked. Conducts monthly, annual, and special inventories of project BOM and residual stocks. Performs periodic warehouse walk-throughs to identify and correct issues. Reports all discrepancies to the Supervisor for research, verification, and corrective action. Performs storage functions such as storing and issuing property, collecting and boxing material for movement to the Defense Logistics Agency (DLA), and shipping materials to customers throughout the region. Conducts location maintenance, practices good housekeeping, and ensures the warehouse is free of trash and debris. Drives/operates commercial 5 ton cargo truck. Issue and deliver BOM to job sites throughout Okinawa. Operates government vehicle to pick up, drop-off and transport BOM and cargo to and from Naha.

commercial and military Port Facility, Camp Kinser, DLA in Makiminato City, Kadena Air Base in Koza City and various other locations throughout the Island of Okinawa. Manages and maintains engineering work requests for Okinawa and several outlying sites, ensuring accurate preparation, processing, and monitoring of all service requests. Performs monthly prioritization, reconciliations, and updates to the automated facilities engineering register while coordinating requirements and resolving issues. Tracks service-request timelines, prepares customer feedback reports, and ensures proper closeout of all completed work orders. Provides oversight as the Facility Safety Officer, Fire Marshal, and Space Utilization Manager. Performs other related or incidental duties as assigned.

#### **必要応募資格基準/Minimum Qualification Standards (MQS) Requirement**

Must have specialized experience in the related work at the next lower level.

#### **要求される語学能力級/Required Language Proficiency Level (LPL)**

Language Proficiency Level 1: Elementary proficiency

#### **要求されるライセンス・修了証書・証明書/Required Licenses and Certificates**

1. Must have Japanese driver's license
2. Must possess a valid GOJ Forklift driver's license over 1 ton.

#### **要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

1. Knowledge of the Army Supply System.
2. Must be able to work independently as well as within a team.
3. Ability to work on a variety of tasks with minimum supervision.

#### **要求される雇用条件/Required Condition of Employment**

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be available to work unscheduled overtime, when required.
3. Mission-Essential employees as determined by their chain of command, may be required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

#### **勤務時間/Work Schedule**

Monday-Friday 0800-1645 (40 hours per week) Recess 1200-1245

#### **タイムイニングレード/Time in Grade (TIG)**

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

#### **\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents)**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

#### **応募方法/How to apply**

必要提出書類を締切日までに1ページ目に記載の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes/location mentioned in page 1. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

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| 在日米陸軍 日本人事事務所 沖縄 求人案内<br>U.S. Army Japan Japanese Employment Services Office Okinawa<br>Vacancy Announcement for Local National Positions | 空席広報番号/Announcement Number<br><b>2-JESO-26</b>   |
|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

- 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan
- 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa
- 沖縄県内の在日陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員(米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes)
- 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

Current USFJ employees who are outside the area of consideration will not be considered.

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level   | 雇用形態/Employment Status<br><b>Permanent/Full-Time</b>  |
| <b>Automotive Equipment Inspector MLC-2033<br/>BWT-2 Grade-8 LPL-1</b>  | 求人件数/Number of Position(s): <b>1</b>  |
| <b>Automotive Equipment Inspector, Foreman A MLC-2033<br/>BWT-2 Grade-9 LPL-2</b>   | 部隊名/Organization (Work Location)<br><b>403d AFSB</b><br><b>Logistics Readiness Center Okinawa<br/>Maintenance Division<br/>(Torii Station)<br/>[LRC-049-22]</b> |
| <p><b>This position may be filled at 2-8 or 2-9 grade level depending on the certification, qualification and training of the applicant.</b></p> <p style="text-align: center;">沖縄県外からの応募者のみ<br/>↓応募書類をメールにてご提出ください。<br/>Applicants from outside of Okinawa may submit the required documents to the email address below.</p> <p style="text-align: center;"><a href="mailto:usarmy.torii.usajr.mesg.g1-jeso-oki-stff-and-clss@army.mil">usarmy.torii.usajr.mesg.g1-jeso-oki-stff-and-clss@army.mil</a></p> |   |

\*See below CONDITIONS OF EMPLOYMENT

#### 職務内容/Duties

This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.

**BWT-2 Grade-8** (Trainee Level): This position has been established at the advanced developmental level of one (1) grade lower than the target grade level for the purpose of developing the necessary skills, knowledge, and abilities required to progress to the full performance level of target grade level as described in the target grade PD. Assignments are pre-selected for developmental purposes progressing from the more common and typical assignments to the more difficult assignments as the appropriate skills, knowledge and abilities are gained by the incumbent. Differences between this position and the full performance level are as follows: Serves in a developmental capacity, completes the tasks regarding assigned trade and craft. The specific duties and responsibilities are essentially the same as those described at the full performance level except closer supervision and guidance are provided initially, gradually allowing the incumbent more independence as appropriate skills and abilities are acquired. Performs other duties as assigned. The incumbent may be subject to review by a Position Classification Specialist prior to promotion to the target grade level. Advancement to the full

performance level is not automatic with the completion of all qualification requirements, but is contingent upon the assignment and performance of higher level duties or, a regular basis. The immediate supervisor must assure that the developmental level has been adequately mastered through actual performance.

**BWT-2 Grade-9 (Full-Performance Level):** The supervisor (Division Chief of Maintenance) sets the overall objectives and resources available and makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail, but the employee keeps the supervisor informed of progress and potentially controversial matters. The employee serves as the Foreman A for the shop directing the work of other craftsmen who are responsible for performing inspection and mechanic duties to comply with the specifications and concurrently performs a certain amount of identical duties that are assigned to subordinates. The employee also assists supervisor in identifying problems, developing improved processes, and mentoring other employees to successfully accomplish the mission assigned to Maintenance Division, LRC Okinawa. The employee also needs to assist the supervisor in overseeing the day-to-day operations of the two branches led by the two Foreman A's. The employee may need to assist the supervisor in overseeing the daily operations of Work Order section as needed. The duties include all technical work as well as complex administrative support tasks to the Chief of Maintenance Division. The personal contacts includes individuals or groups from outside the employing agency. Performs full range of the senior section supervisor duties to include providing instruction to other workers, establishing deadlines and priorities based on established schedules, methods and policies, adjusting work schedules to manage all tactical and non-tactical vehicles, fleet and ground equipment services. Determines the number of assignments, prioritizes them based on workload and urgency, considers the skills, manpower, materials, and equipment needed, and seeks qualified local qualified vendors to modify the vehicles as needed. Serving as a group pacesetter, maintaining group discipline, enforcing safety and housekeeping rules, and being responsible for the tools, equipment, and supplies. Selects workers and assigns tasks to be performed, explains work requirements, methods, and procedures, instructs subordinates on new procedures, provide advice when problems arise and reviews work in progress or on completion. Adjusts plans, assignments, and methods as necessary to accomplish the work as effectively and economically as feasible. Ensures that materials are ordered and delivered to the work sights so as not to delay work. Coordinates work of unit with other units that may be involved. Ensures that staff comprehends the proper and safe operation of potentially dangerous items and briefs staff on correct operations. Attends work group meetings and passes on to subordinates instructions received from US supervisors. Analyzes overall productivity, recommends service, and implements efficiency programs. Reports to supervisor on status and progress of work and causes of work delays. Answers questions of supervisor on overall work operations and problems. Performs various technical (visual, physical, and functional) and safety inspections (e.g., acceptance, TI, final, safety) on General Purpose Vehicles (Jeep, weapon carrier, cargo truck, sedan bus, etc.), Special Purpose Vehicles (ambulance, fire trucks, dump, wrecker, etc.), Construction Equipment (crane, gradar, bulldozer, sweeper, mixer, mower, roller, asphalt kettle, etc.), Material Handling Equipment, and Powered Ground Equipment in accordance with AR 750-1, AR 58-1, TM 750-245-4 and other relevant/applicable technical manuals (e.g., TMs, TBs, MWOs, SOUMs, MAM, commercial manuals, etc.) Estimates cost of salvage value on damaged vehicles, cost of repairs, and potential resale value. Translates technical publications from English to Japanese and vice versa. Serves as MWO (Modification of Work Order) Coordinator when requested to modify or change a vehicle for safety standards or to upgrade for tactical purposes. Serves as liaison and interpreter (verbal and written) between Chief of Maintenance, Supervisor/Customer, Shop Sections, and outside agencies. Translates technical documents written in English into Japanese, and vice versa. Assists the supervisor in performing the following duties: Initiates and complete Individual

Development Plan (IDP) for subordinate employees. Counsels employees on performance issues. Reviews position descriptions (PD) for clarity and accuracy to make necessary changes. Interviews candidates for vacancies and recommend selections. Counsels employees to initiates proposals for formal disciplinary action as need when issues arise. Identifies employees' training requirements and initiates recommendations to provide necessary training. Schedules and approves leave of subordinates. Utilizing computer inputs, manipulates and retrieves data to complete various reports and charts. Organizes data effectively to meet various management needs and maintains production reports and records. Performs other related or incidental duties as assigned.

#### **必要応募資格基準/Minimum Qualification Standards (MQS) Requirement**

Must have specialized experience in the related work at the next lower level.

#### **要求される語学能力級/Required Language Proficiency Level (LPL)**

**BWT-2 Grade-8**

Language Proficiency Level 1: Elementary proficiency

**BWT-2 Grade-9**

Language Proficiency Level 2: Average proficiency

#### **要求されるライセンス・修了証書・証明書/Required Licenses and Certificates**

1. Must possess a valid Government of Japan (GOJ) driver's license 普通自動車運転免許 (Manual Transmission/マニュアル車).
2. Must possess a valid certificate for operation of Forklifts with a lifting capacity of 1 ton or more (フォークリフト運転技能講習 修了証/最大荷重 1 トン以上)
3. Must have a valid 2nd Class Gasoline Automotive Mechanic license (二級ガソリン自動車整備士免許) and/or Diesel Automotive Mechanic License (二級ディーゼル自動車整備士免許).
4. Must possess or be able to obtain a Government Owned Vehicle (GOV) driver's license for the above mentioned licenses.

#### **要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

1. Knowledge or certified in a wide range of automotive mechanic principles, processes, and techniques, heavy mobile equipment mechanic, and motor vehicle operating. Five years of experience is desirable.
2. Knowledge or certified in the Global Combat Support System (GCSS) and other maintenance services monitoring system. Three years of experience is desirable.
3. Ability to plan and organize work assignments to determining resources required to accomplish the tasks/mission.

#### **要求される雇用条件/Required Condition of Employment**

1. Must be physically fit to perform the duties above.
2. Must be able to lift minimum of twenty-five (25) kilogram in weight.
3. Must be able to use the computer to perform administrative support.
4. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
5. Must be able to work overtime or temporarily adjust work schedule as needed.
6. Must be able to go on temporary duty (TDY) as needed.
7. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

#### **勤務時間/Work Schedule**

Monday-Friday (40 hours per week) 0730-1615 (Recess 1130-1215)

#### **タイムイングレード/Time-in-Grade (TIG)**

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

**\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー / Copies of License(s) and/or Certificate(s)

**応募方法/How to apply:**

必要提出書類を締切日までに指定の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

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|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

- 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan
- 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa
- 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)
- 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level<br><br><b>Storage Specialist MLC-205</b><br><b>BWT-1 Grade-5 LPL-2</b><br><br><b>This is a Limited Term Employment (LTE) position not to exceed 31 March 2026. The employment may be extended without further competition.</b> | 雇用形態/Employment Status<br><b>Limited Term Employment (LTE) / Full-Time</b><br><br>求人件数/Number of Position(s): <b>1</b><br>部隊名/Organization (Work Location)<br><b>10th Support Group</b><br><b>Ammo Depot.</b><br><b>(Chibana)</b><br><b>[ADO-PA-16-25]</b> |
| *See below CONDITIONS OF EMPLOYMENT  |  |

#### 職務内容/Duties

The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists the employee with unusual situations which do not have clear precedents. Continuing assignments are usually performed with considerable independence. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail. Studies planographs and other records reflecting type, number and capacity of storage facilities, gross and net floor space, gross and net cubage and explosives limitations to determine compliance with methods established for the storage of Class V ammunition items and components, and to improve storage space utilization. Recommends changes in stock arrangements; reviews magazine inspection reports and initiates corrective action in routine cases to eliminate incompatible storage or quantity distance violation. Participates in re-warehousing and relocation plans for operational ammunition, components and training devices to ensure compliance with safety and storage regulations and policies; consolidates lots and like items. Selects appropriate locations for storage of project stocks and prepares required detailed storage drawings. Participates in storage planning for various types of ammunition and explosives, including large and small guided missiles. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Recommends changes in operation policies and procedures to improve efficiency and utilization of facilities. Determines space used for all types of storage in igloos, warehouses, standard magazines and shelters in accordance with ammunition storage drawings. Provides information for maintenance of current overall storage plans. Evaluates and coordinates the selection of appropriate sites and facilities for storing items. Advises on ways to improve the efficiency and economy of Storage operations. Coordinates storage pertaining to incoming receipts and long range storage activity with consideration given to compatibility, quantity distance and other pertinent factors. Creates Planographs and/or physically checks locations for space utilizations. Recommends storage space for receipts to storage

locations based on notice of ammunition arrivals at port; electronic messages and other receipt information. Utilizes approved storage planning methods under consideration of compatibility and hazard classes of items, assigned explosives limits of storage facility and recommends the most economical and efficient utilization of available storage space. Run various Standard Army Ammunition System (SAAS) reports. Furnishes information on directorate capability of available storage space by hazard classification and compatibility. Monitors storage activities, determines reasons for deviations from standards pertaining to cost, tonnage handled, etc., and makes recommendations for corrective action. Usage of NexGen IT/TRIRIGA which provides one authoritative source for data, improving data accuracy and reducing data duplication as it pulls together information from a wide variety of functional areas including real property, operations, energy and cost accounting to meet mandated laws, regulations and policies. Facility managers, in cooperation with all occupants of the building, are responsible for the care, management, and protection of assigned real property and are required to safeguard the property from damage or loss. Support the Standard Army Ammunition System (SAAS) SCP 11 implementation effort and become the SAAS expert in your functional area. Work closely with personnel from functional area to develop, record and pilot new business processes. Coordinate and instruct users in functional area in new Enterprise Resource Planning (ERP) system. Performs other related duties as assigned.

#### **必要応募資格基準/Minimum Qualification Standards (MQS) Requirement**

Must have at least one (1) year of specialized experience equivalent to BWT-1 Grade-4 OR four (4) academic years above high school leading to a bachelor's degree OR Completion of four (4) year college/university \*.

\* When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.

#### **要求される語学能力級/Required Language Proficiency Level (LPL)**

Language Proficiency Level 2: Average proficiency

#### **要求されるライセンス・修了証書・証明書/Required Licenses and Certificates**

Must have Japanese driver's license.

#### **要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

Knowledge of supply principles, concepts and methodologies pertaining to Supply Inventory Management and Standard Army Ammunition System (SAAS) and ability to identify areas of concern and to recommend modification.

#### **要求される雇用条件/Required Condition of Employment**

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to work overtime or temporarily adjust work schedule as needed.
3. Must be able to go on temporary duty (TDY) as needed.
4. Must be able to pass the 80 hours Technical Transportation of Hazardous Material Course.
5. Must be able to perform duties which involve the control, accountability and shipment of arms, ammunition and explosives (AA&E).
6. Must be able to use safe work practices.
7. Must have professional communication skill and personality respected by fellow workers and subordinated.
8. Must have knowledge of standard office computer software (i.e. Microsoft Office, Adobe, etc.).
9. Must meet personnel reliability and trustworthiness standards.
10. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

**勤務時間/Work Schedule**

Monday-Friday 0745-1630 (40 hours per week) Recess 1145-1230

**タイムイングレード/Time in Grade (TIG)**

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met

**\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents)**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

**応募方法/How to apply**

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|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

- 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan
- 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa
- 沖縄県内の在日陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員(米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes)
- 募集組織内に雇用されている従業員 Current employees employed within the Organization.

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level | 雇用形態/Employment Status<br><b>Permanent/Full-Time</b>  |
| <b>Employee Management Relations Technician MLC-260<br/>BWT-1 Grade-5 LPL-3</b>             | 求人件数/Number of Position(s): <b>1</b>  |
| <b>Employee Management Relations Technician MLC-66<br/>BWT-1 Grade-6 LPL-3</b>              | 部隊名/Organization (Work Location)<br><b>USARJ G-1 CPD JESO Okinawa<br/>(Torii Station)<br/>[JESO-5-25]</b> |

**This position may be filled at 1-5 or 1-6 grade level depending on the certification, qualification and training of the applicant.**

\*See below CONDITIONS OF EMPLOYMENT

#### 職務内容/Duties

This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.

**BWT-1 Grade-5 (Trainee Level):** This position has been established at the advanced developmental level of one (1) grade lower than the target grade level for the purpose of developing the necessary skills, knowledge, and abilities required to progress to the full performance level as described in the target grade PD. Assignments are pre-selected for developmental purposes progressing from the more common and typical assignments to the more difficult assignments as the appropriate skills, knowledge and abilities are gained by the incumbent. Differences between this position and the full performance level are as follows: Serves in a developmental capacity, completes specifically assigned tasks described in the target position's PD. The specific duties and responsibilities are essentially the same as those described at the full performance level. Performs other duties as assigned. The supervisor provides guidance on new or unusual assignments, and assists the incumbent in determining the parameters of projects, and setting priorities and deadlines. The incumbent performs technical work under close supervision, with spot checks of work in progress. Completed work is reviewed thoroughly in terms of technical accuracy and adequacy. The incumbent may be subject to review by a Position Classification Specialist prior to promotion to the target grade level. Advancement to the full performance level is not automatic with the completion of all qualification requirements, but is contingent upon the assignment and performance of higher level duties or, a regular basis. The immediate supervisor must assure that the developmental level has been adequately mastered through actual performance.

**BWT-1 Grade-6 (Full-Performance Level):** Works under the general supervision of the Chief, JESO Okinawa office. Works independently using knowledge of regulations as well as analysis and judgment based on precedents and experiences through various cases. Also may work with the MER Lead in Zama as Subject Matter Expert, on new, difficult or unusual aspects of the management and employee relations

area. Provides management officials with technical guidance and assistance in all range of management and employee relations situations including discipline, handling employees' grievances, employee performance, fitness for duty, and leave and work schedule administration in an advisory capacity. Provides consultation and guidance to managers, supervisors, and Master Labor Contract Master Labor Contract (MLC), Mariner's Contract (MC), and Indirect Hire Agreement (IHA) employees concerning personnel issues for solution. Coordinates and discusses management and employee relations issues with the government of Japan Labor Management Organization (LMO) and Defense Bureau Office. Assists Branch Chief, Japanese Employment Services Office (JESO) Chief, and MLC Contracting Officer's Representative (COR) for negotiating with the responsible Government of Japan (GoJ) officials for resolution of management and employee relations issues. Prepares MLC/IHA official disciplinary and grievance documents and coordinates the actions with the management, COR, and the GOJ. Operates a government vehicle when assigned. Reviews personnel actions for regulatory compliance and coordinates with the requesting activities and the government of Japan, LMOs and Defense Offices to effect the action. Develops and conducts organizational training regarding Management and Employee Relations programs. Provides personnel information through means such as emails, correspondence, and personnel newsletter. Performs other related or incidental duties as assigned.

#### **必要応募資格基準/Minimum Qualification Standards (MQS) Requirement**

##### **WT-1 Grade-5**

Must have at least one (1) year of specialized experience equivalent to BWT-1 Grade-4 OR four (4) academic years above high school leading to a bachelor's degree OR Completion of four (4) year college/university \*.

##### **WT-1 Grade-6**

Must have at least one (1) year of specialized experience equivalent to BWT-1 Grade-5 OR Completion of four (4) year college/university in a related field OR two (2) academic year of graduate level education \*.

\* When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.

#### **要求される語学能力級/Required Language Proficiency Level (LPL)**

Language Proficiency Level 3: Fluent proficiency

#### **要求されるライセンス・修了証書・証明書/Required Licenses and Certificates**

Must have Japanese driver's license.

#### **要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

1. Ability to speak, read and write Japanese at exceptional proficiency level.
2. Skills in operating personal computer such as Microsoft Word, PowerPoint, Excel, Outlook, etc.
3. Skills in communicating with employees and managers both in English and Japanese.

#### **要求される雇用条件/Required Condition of Employment**

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to work overtime or temporarily adjust work schedule as needed.
3. Must be able to go on temporary duty (TDY) as needed.
4. Must be available to complete training as required.
5. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

#### **勤務時間/Work Schedule**

Monday-Friday (40 hours per week) 0730-1630 (Recess 1130-1230)

**タイムイングレード/Time-in-Grade (TIG)**

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

**\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー / Copies of License(s) and/or Certificate(s)

**応募方法/How to apply:**

必要提出書類を締切日までに指定の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

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| 在日米陸軍日本人事事務所 沖縄 求人案内<br><br>U.S. Army Japanese Employment Services Office Okinawa<br>Vacancy Announcement for Local National positions | 空席広報番号/Announcement Number<br><br><b>2-JESO-26</b>   |
|  | 募集期間/Opening Period<br><br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

- 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan
- 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa
- 沖縄県内の在日陸軍日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員(米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes)
- 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。

Current USFJ employees who are outside the area of consideration will not be considered.

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| 職種名・職種番号・基本給表・等級・語学能力級<br><br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level | 雇用形態/Employment Status:<br><br><b>Permanent/Full-Time</b>  |
| <b>Facilities Planning Specialist, MLC-265</b>  | 求人件数/Number of Position(s): <b>1</b>   |
| <b>BWT 1-7, LPL 4</b>   | 部隊名/Organization (Work Location):<br><br><b>U.S. Army Garrison Okinawa, Directorate of Public Works (DPW), Real Estate Branch, Torii Station [PW25-31]</b> |

\*See below CONDITIONS OF EMPLOYMENT

#### 職務内容/Duties:

Performs work pertinent to the planning, coordinating, and writing of Military Project Descriptions, multiple major USAG-O installations as required under the component's facility planning system. Coordinates and plans reassignment, when feasible, of surplus major facilities no longer required by an installation to an installation whose facilities are deficient. Coordinates and plans survey of surplus facilities which can not justify retention. Receives requests from tenants/customers and USAG-O for the acquisition of real property. Reviews each request for feasibility and analyzes the requirement based on submitted information, justification, plot plans, and historical records. Communicates and coordinates with GOJ agencies at all levels in the Japanese language, and translates such correspondence into English for U.S. Army (USAR) understanding and use. Prepares Joint Committee level correspondence and justification data (supporting requirements with DD1391, Form 42, Form 22) for submission to the Facilities Subcommittee for review by the Division Chief. Applies dedicated and disciplined attention to ensure accurate communication when switching between Japanese and English. Performs work pertinent to real estate functions of a major USAG-O installation including accountability, acquisition, disposal and utilization of real property, coordinating with Japanese Government agencies to assure efficient accomplishment of real estate activities. Reviews real estate acquisition or disposal documents submitted by the GOJ relevant to approved acquisition or disposal requests, such as: Statement of Specifications (RE Form 2), Description of Property (RE Form 2A), and Transfer of Property (RE Form 3), to determine the acceptability of the area extent and conditions of use, ensures alignment with the Facilities Subcommittee (FSC) Memo approved by the US-Japan Joint Committee. Advises the real estate supervisor on all matters pertaining to real property administration. Reports real estate public relations issues and general matters of interest by gathering information from newspapers, Japanese Government agencies, and other sources. Assists in executing all real estate transactions within the assigned area. Maintains liaison with Japanese Government agencies regarding real estate matters and act as a real estate coordinator with these agencies. Prepares information, coordinates with staff principals, and drafts instruments for joint-use agreements, out-grant/in-grant permits, licenses, and other agreements under the provisions of USARJ Reg 405-1 for approval and execution by the Commander, USAG-O. Coordinates with other staff offices, unit commanders on Okinawa, other U.S. military services (USMC, USAF, USN), local municipalities, and the Okinawa Defense Bureau (ODB) for out-granting the use of USAG-O real estate. Leads Real Property Specialist and Facilities Administrator at the Directorate of Public Works (DPW) in the acquisition and disposal of real property. Supports the procurement of permits and licenses and the execution of other real estate agreements. Maintains Real Property Assets Accounting data required for the application of three major systems essential to the installation's mission objectives: General Fund Enterprise Business System (GFEBS), Intelligence,

Surveillance, target acquisition, and reconnaissance (ISR), and Real Property Planning and Analysis System (RPLANS). Prepare quarterly transaction reports. Updates real property data and supports the preparation of special reports and analyses for master planners and engineers involved in Master Plan and Space Utilization development. Maintains close contact with representatives of the Okinawa Defense Bureau (ODB), other local government offices, and USFJ officials to coordinate real estate transactions, resolve issues, and exchange information on matters of mutual concern. Attends meetings on real estate acquisition, disposal, and related instruments with ODB representatives and subordinate commands, and serves as an interpreter when required. Prepares written reports or Memorandum for Record (MFR) to document those meetings. Operates government vehicle as required. Develop new work methods and apply them to increase the efficiency of real estate activities. Reads and becomes familiar with all changes in policies and procedures pertaining to real estate operations and disseminates to subordinates. Assists with and prepares special reports including staff studies and fact sheets concerning acquisition, disposal, and other real property related matters to the Command Group and higher headquarters as needed.

Performs other related or incidental duties as assigned.

**必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:**

**\*\*When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

Must have at least 1 year of specialized work experience equivalent to the next lower grade level OR Masters Degree in a related field OR 3 academic year of graduate level education.

**要求される語学能力級/Required Language Proficiency Level (LPL):**

Ability to speak, read, and write English at Exceptional proficiency (LPL: 4) is required.

**要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:**

Must have a valid GOJ driver's license (普通自動車運転免許).

**要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

1. 5 years of work experience in a related field is highly desirable.
2. Knowledge of realty actions related to USFJ land management. This includes experience in locating and interpreting laws and regulations used in adjudication of individual rights and claims filed under public land law regulations, assisting in various field exams casework and process documents.
3. Proficient in speaking, reading, and writing both in English and Japanese.
4. Ability to interpret and translate from English to Japanese, vice versa.
5. Good computer skills to operate common-use office software: MS Office to include Word, Excel, Outlook, etc.

**要求される雇用条件/Required Condition of Employment:**

**勤務時間/Work Schedule:** Mon-Fri (40 hours per week) 0700-1545 (Recess: 1130-1215)

1. Must be able to travel to attend training, meetings or conferences, and survey USAGO real properties.
2. Conducts work in a professional manner and promotes good working relationships with co-workers and customers.
3. Must be able to work outside of normal duty hours when required/ directed.
4. Must be able to obtain and maintain GOV driver's license.

**タイムイングレード/Time in Grade (TIG)**

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as

Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

**\*応募時に提出するもの/Documents Required:**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement
- 免許証・証明書等のコピー / Copies of License(s) and/or Certificate(s)

**応募方法/How to apply:**

必要提出書類を締切日までに指定の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

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| 在日米陸軍 日本人事事務所 沖縄 求人案内<br>U.S. Army Japan Japanese Employment Services Office Okinawa<br>Vacancy Announcement for Local National Positions | 空席広報番号/Announcement Number<br><b>2-JESO-26</b>   |
|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration

- 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan
- 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa
- 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)
- 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

Current USFJ employees who are outside the area of consideration will not be considered.

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level | 雇用形態/Employment Status<br><b>Permanent / Full-Time</b>   |
| <b>Engineering Technician (Civil) MLC-310</b><br><b>BWT-1 Grade-5 LPL-2</b>                 | 求人件数/Number of Position(s): <b>1</b>   |
| <b>Engineering Technician (Civil) MLC-384</b><br><b>BWT-1 Grade-6 LPL-3</b>                 | 部隊名/Organization (Work Location)<br><b>U.S. Army Corps of Engineers - Japan District</b><br><b>Engineering Division</b><br><b>(Camp Foster)</b><br><b>[OM-22-22]</b> |
| <b>Engineer (Civil) MLC-525</b><br><b>BWT-1 Grade-7 LPL-3</b>                               |  |

沖縄県外からの応募者のみ

応募書類をメールにてご提出ください。

Applicants from outside of Okinawa may submit the required documents to the email address below.

[usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-c1ss@army.mil](mailto:usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-c1ss@army.mil)

\*See below CONDITIONS OF EMPLOYMENT

職務内容/Duties

This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.

**BWT-1 Grade-5 (Trainee Level):** This position has been established at the developmental level of two (2) grade lower than the target grade level for the purpose of developing the necessary skills, knowledge, and abilities required to progress through the advanced developmental level of one (1) grade lower than the target grade level to the full performance level as described in the target grade PD. Assignments are pre-selected for developmental purposes progressing from the more common and typical assignments to the more difficult assignments as the appropriate skills, knowledge and abilities are gained by the incumbent. Differences between this position and the full performance level are as follows: Serves as a trainee, completes specifically assigned tasks regarding routine and recurring duties described in target position's PD, and related duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers. Applies a basic knowledge of target grade requirement used to analyze and evaluate assigned programs, missions, and functions. The supervisor provides guidance on new or unusual assignments, and assists the incumbent in determining the parameters of projects, and setting priorities and deadlines. The incumbent performs technical work under close supervision, with spot checks of work in progress. Completed work is reviewed thoroughly in terms of technical accuracy and adequacy. Performs other duties as assigned. The incumbent may be subject to review by a Position Classification Specialist prior to promotion to the target grade

level. Advancement to the advanced developmental level is not automatic with the completion of all qualification requirements, but is contingent upon the assignment and performance of higher level duties or, a regular basis. The immediate supervisor must assure that the developmental level has been adequately mastered through actual performance.

**BWT-1 Grade-6 (Trainee Level):** This position has been established at the advanced developmental level of one (1) grade lower than the target grade level for the purpose of developing the necessary skills, knowledge, and abilities required to progress to the full performance level as described in the target grade PD. Assignments are pre-selected for developmental purposes progressing from the more common and typical assignments to the more difficult assignments as the appropriate skills, knowledge and abilities are gained by the incumbent. Differences between this position and the full performance level are as follows: Serves in a developmental capacity, completes specifically assigned tasks described in the target position's PD. The specific duties and responsibilities are essentially the same as those described at the full performance level. Performs other duties as assigned. The supervisor provides guidance on new or unusual assignments, and assists the incumbent in determining the parameters of projects, and setting priorities and deadlines. The incumbent performs technical work under close supervision, with spot checks of work in progress. Completed work is reviewed thoroughly in terms of technical accuracy and adequacy. The incumbent may be subject to review by a Position Classification Specialist prior to promotion to the target grade level. Advancement to the full performance level is not automatic with the completion of all qualification requirements, but is contingent upon the assignment and performance of higher level duties or, a regular basis. The immediate supervisor must assure that the developmental level has been adequately mastered through actual performance.

**BWT-1 Grade-7 (Full-Performance Level):** Works under the general supervision of Section Chief, Engineering Division, U.S. Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Performs work independently and with minimal technical supervision. Incumbent keeps supervisor informed of progress of work, trends, and problems. Performance is evaluated in terms of thoroughness and efficiency of operations, attainment of objectives, adherence to established policies and the success of overall engineering functions. Serves as a full performance level professional engineer for the civil engineering portions of projects during the planning, designing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S. Forces, Japan (USFJ), as well as those funded by the U.S. Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the civil engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the civil engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory approaches and solutions to engineering problems. Prepares civil engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for part of the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal assistance from higher grade Engineer/Section Chief. Completed assignments are evaluated for technical soundness, and conformance to criteria and policy. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and higher grade engineers by preparing instructions and guidance for their use in developing designs of the civil engineering portions of projects. Serves as an engineer providing support on all civil engineering issues. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Assignments will include conventional projects with complex features such as headquarters buildings, housing structures, industrial shops, ports, docks, airfields, hangars, utility plants and systems, and other comparable engineering projects. For the large and complex projects assigned, the work will be conducted with guidance and technical advice from senior engineers. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Provides civil engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Makes field observations, compares findings with contract documents, then provides technical recommendations based on sound engineering judgment. Performs other duties as assigned.

## 必要応募資格基準/Minimum Qualification Standards (MQS) Requirement

The specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.

### **BWT-1 Grade-5**

Must have at least one (1) year of specialized experience equivalent to BWT-1 Grade-4 OR four (4) academic years above high school leading to a bachelor's degree OR Completion of four (4) year college/university.

### **BWT-1 Grade-6**

Must have at least one (1) year of specialized experience equivalent to BWT-1 Grade-5 OR Completion of four (4) year college/university in a related field OR two (2) academic year of graduate level education.

### **BWT-1 Grade-7**

Must have at least one (1) year of specialized experience equivalent to BWT-1 Grade-6 OR Master's Degree in a related field OR three (3) academic year of graduate level education.

## 要求される語学能力級/Required Language Proficiency Level (LPL)

### **BWT-1 Grade-5**

Language Proficiency Level 2: Average proficiency

### **BWT-1 Grade-6**

Language Proficiency Level 3: Fluent proficiency

NOTE: An employee is encouraged to achieve the level required in the PD upon appointment (LPL-3).

### **BWT-1 Grade-7**

Language Proficiency Level 3: Fluent proficiency

NOTE: An employee is encouraged to achieve the level required in the PD upon appointment (LPL-4).

Please see our website for detail information on the required LPL.

## 要求されるライセンス・修了証書・証明書/Required Licenses and Certificates

1. Must have Japanese driver's license.
2. Must have combination of [Education/License] and [Experience] as indicated below.  
[Education/License] Must be a four (4) year college or university graduate with specialized education in Civil engineering OR Possess and official engineering license, e.g., Professional/Consulting Engineer (技術士) OR First or Second Class Civil Construction Management Engineer (1級もしくは2級土木施工管理技士).  
[Experience] Must have at least one (1) year of specialized experience equivalent to BWT-1 Grade-6.
3. For non-native Japanese speaker: Must have a score of 900 in Test of Practical Japanese.

## 要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)

1. Registered Surveyor (測量士の免許保持者が望ましい) is also desirable.
2. Three (3) years practical experience in Civil engineering field is desirable.
3. Knowledge of codes and regulations as well as the use of sound engineering judgment.
4. Comprehensive knowledge of engineering concepts, principles, methods and practices in Civil engineering field.
5. Comprehensive knowledge of DoD and USACE regulations, policies, precedents, procedures and theories.

6. Good knowledge of grammar, spelling, capitalization, punctuation, and general English terminology and abbreviations.
7. Good working knowledge of various office automation software and tools to support office operations for producing and preparing documents such as letters, reports, spreadsheets, and graphs.

#### 要求される雇用条件/Required Condition of Employment

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to work overtime or temporarily adjust work schedule as needed.
3. Must be able to go on temporary duty (TDY) as needed.
4. Mission-Essential employees as determined by their chain of command, may be required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

#### 勤務時間/Work Schedule

Monday-Friday (40 hours per week)

Shift A: 0700-1545, 0730-1615, 0800-1645 (Recess: 1130-1215, 1145-1230)

Shift B: 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 0830-1730 (Recess: 1130-1230)

#### タイムイングレード/Time in Grade (TIG)

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

#### 重要事項/Important Notes

1. Selection may be made at a lower grade (Engineering Technician (Civil) MLC-310 BWT-1 Grade-5, Engineering Technician (Civil) MLC-384 BWT-1 Grade-6) depending on the qualification of the applicant. See Minimum Qualification Standards (MQS) Requirement, Required Language Proficiency Level (LPL) and Required Licenses and Certificates in this announcement.
2. Incumbent may be non-competitively promoted upon supervisor's confirmation that the incumbent is performing at the next higher level. Promotion is not automatic but is contingent upon completion of all requirements to include training and/or qualifications/licenses, Time in Grade (TIG) and classification review.
3. Transfer expenses are authorized.

#### \*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents)

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

#### 応募方法/How to apply

必要提出書類を締切日までに1ページ目に記載の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes/location mentioned in page 1. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense

date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

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| 在日米陸軍 日本人事事務所 沖縄 求人案内<br>U.S. Army Japan Japanese Employment Services Office Okinawa<br>Vacancy Announcement for Local National Positions | 空席広報番号/Announcement Number<br><b>2-JESO-26</b>   |
|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

- 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan
- 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa
- 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)
- 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level | 雇用形態/Employment Status<br><b>Permanent / Full-Time</b>   |
| <b>Engineer (Civil) MLC-541</b><br><b>BWT-1 Grade-8 LPL-2</b>                               | 求人件数/Number of Position(s): <b>1</b>   |
| *See below CONDITIONS OF EMPLOYMENT   | 部隊名/Organization (Work Location)<br><b>U.S. Army Corps of Engineers - Japan District Engineering Division<br/>(Camp Foster)<br/>[OM-23-25]</b> |

#### 職務内容/Duties

Works under the general supervision of Section Chief, Engineering Division, U.S. Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Incumbent keeps supervisor informed of progress of work, trends, and problems. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. Serves as senior and/or lead Engineer for the civil engineering portions of projects during the planning, designing, directing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S. Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a senior consultant in the civil engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the civil engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates the design phase of major projects extensively with other engineers. Prepares civil engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal input from Section Chief. Results of the work are normally accepted without significant change. Supports to provides translations of technical documents from English to Japanese, and from Japanese to English if necessary. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and other senior engineer by preparing instructions and guidance for their use in developing designs of the civil engineering portions of projects. Serves as a senior technical advisor on all civil engineering issues. Deviates from standard guides or conventional

engineering practices to meet unusual local conditions or the specialized requirements of the particular project. Projects range from conventional with large and complex, such as headquarters buildings, hospitals, large high rise housing structures, large industrial shops, ports, docks, POL facilities, airfields, hangars, engine test cells, precision measuring equipment laboratories, utility plants and systems, communications facilities and systems, and other comparable engineering projects. Leads a project team consisting of lower grade engineers. For the largest and most complex projects assigned, the work will be conducted with minimal guidance and technical advice from Section Chief or higher grade engineer. Solves, advises on, or evaluates difficult project design problems ensuring compliance with Department of Defense (DoD) and industry architectural/engineering standards and requirements for Host Nation and US Funded programming and design documents. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Provides civil engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Makes field observations, compares findings with contract documents, then provides technical recommendations based on sound engineering judgment. Performs other duties as assigned.

#### **必要応募資格基準/Minimum Qualification Standards (MQS) Requirement**

Must have at least one (1) year of specialized experience equivalent to BWT-1 Grade-7 OR Doctorate Degree in Graduate School in a related field.

The specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.

#### **要求される語学能力級/Required Language Proficiency Level (LPL)**

Language Proficiency Level 2: Average proficiency

NOTE: An employee is encouraged to achieve the level required in the PD upon appointment.

#### **要求されるライセンス・修了証書・証明書/Required Licenses and Certificates**

1. Must have a valid Japanese driver's license.
2. Must have combination of [Education/License] and [Experience] as indicated below.  
[Education/License] Must be a four (4) year college or university graduate with degree in Civil Engineering OR possess an official engineering license of Professional/Consulting Engineer (技術士), 1st or 2nd Class Civil Construction Management Engineer (1級または2級土木施工管理技士) or Registered Civil Construction Management (RCCM). AND  
[Experience] Have 1 year of specialized experience in work related to the position to be filled at the next lower level (BWT-1 Grade-7). Must have experience in Civil engineering design and review.
3. For non-native Japanese speaker: Must have a score of 900 in Test of Practical Japanese.

#### **要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

1. Five (5) years of experience in related fields is desirable.
2. Knowledge of codes and regulations as well as the use of sound engineering judgment.
3. Comprehensive knowledge of engineering concepts, principles, methods and practices in Civil engineering field.
4. Comprehensive knowledge of DoD and USACE regulations, policies, precedents, procedures and theories.

5. Ability to independently analyze designs/drawings for complete and total projects involving complex features.
6. Ability to translate technical terminologies and engineering concepts from English to Japanese and vice versa both orally and in writing.
7. Ability to effectively communicate with all levels of personnel including senior managements and/or non-English speakers.
8. Good working knowledge of various office automation software and tools to support office operations for producing and preparing documents such as letters, reports, spreadsheets, and graphs.

#### 要求される雇用条件/Required Condition of Employment

5. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
6. Must be able to work overtime or temporarily adjust work schedule as needed.
7. Must be able to go on temporary duty (TDY) as needed.
8. Mission-Essential employees as determined by their chain of command, may be required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

#### 勤務時間/Work Schedule

Monday-Friday (40 hours per week)

Shift A: 0700-1545, 0730-1615, 0800-1645 (Recess: 1130-1215, 1145-1230)

Shift B: 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 0830-1730 (Recess: 1130-1230)

#### タイムイングレード/Time in Grade (TIG)

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met

#### \*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents)

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

#### 応募方法/How to apply

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|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

- 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan
- 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa
- 沖縄県内の在日陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員(米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes)
- 募集組織内に雇用されている従業員 Current employees employed within the Organization.

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level | 雇用形態/Employment Status:<br><b>Permanent/Full-Time</b>  |
| <b>Ground Electronic Mechanic, MLC-2347,</b><br><b>BWT: 2-8, LPL: 1</b>                     | 求人数/Number of Position(s): <b>1</b><br>部隊名/Organization (Work Location):<br><b>USAG Okinawa, DPW, O&amp;M Division U&amp;E Branch, Torii Station [PW25-46]</b> |

\*See below CONDITIONS OF EMPLOYMENT

**職務内容/Duties:**

Works under the general supervision of the Chief, Operation and Maintenance Division and Foreman B, who provide continuing or individual assignments by indicating what is to be done, along with limitations, expected quality and quantity, deadlines, and priorities. For new, difficult, or unusual assignments, they offer additional, specific instructions, including suggested work methods and guidance on available source materials. Independently carrying out recurring tasks without detailed instructions, but refers deviations, problems, or unfamiliar situations to the supervisors for assistance or decision-making. The employee keeps the supervisors informed of progress and any potentially sensitive or controversial matters. The supervisors ensure that completed work and methods used are technically accurate and comply with instructions or established procedures, as required. Performs maintenance and repair to the Joint-Services Interior Intrusion Detection Systems (J-SIID's); Fire Alarm Systems; Sprinklers, Electronic Automatic Fire Doors, Electric Roll up Doors, Cipher lock electronic controls systems, Automatic Emergency lights, Electronic Tank Level Gauges, and Electronic Fire Monitor Units, sewer pump controls system. Operates and maintains Direct Digital Control (DDC) systems supporting Heating, Ventilation, and Air Conditioning (HVAC) units on Army facilities. Installs, operates, troubleshoots and repairs DDC panels and equipment. Tests electronic equipment to verify code compliance. Performs Ground Electronic troubleshooting, repairs, overhauls, modifications, calibrations, adjustments, installations and tests of equipment used for control circuitry (millivolts) such as multi-meters & clamp meters. Performs technical inspections of equipment items and recommends appropriate action. Operates government vehicles to/from work locations to conduct work assignments.

Performs other duties as assigned.

**必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:**

Must have at least one year of specialized experience at next lower grade level or equivalent. And, 12 months of Time-in-Grade (TIG) at the next lower grade.

**要求される語学能力級/Required Language Proficiency Level (LPL):**

Ability to speak, read, and write English and Japanese at Elementary proficiency (LPL: 1) is required.

**要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:**

1. Must have a valid GOJ Semi-medium vehicle driver's license (準中型自動車免許 5t未満)
2. Must have Japanese Electrician's Certificate (Denki Koujishi) 1st or 2nd Class(第一種または第二種電気工事士資格保持者).
3. Must have a GOJ Fire Protection Engineer License (消防設備士 甲種4類, 甲種 1類, 両方の保持者).

**要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

1. Technical school, college, or university graduate with specialized education in Electronics is highly desirable.
2. Minimum of 3 years of Electronic Mechanic experience is highly desirable.
3. Substantial understanding of electronics, electronic circuitry and Direct Digital Control (DDC) systems.

**要求される雇用条件/Required Condition of Employment:**

1. Must be physically fit to perform all assigned duties.
2. Must be available for overtime as necessary.
3. May be required to work outside of normal duty hours when requested.
4. Must be able to obtain and maintain GOV driver's license.

**タイムイングレード/Time-in-Grade (TIG)**

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- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー / Copies of License(s) and/or Certificate(s)

**応募方法/How to apply:**

必要提出書類を締切日までに指定の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

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|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

- 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan
- 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa
- 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)
- 募集組織内に雇用されている従業員 Current employees employed within the Organization.

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level | 雇用形態/Employment Status:<br><b>Permanent / Full-Time</b>  |
| <b>Forklift Operator Foreman B MLC-2111</b><br><b>BWT-2 Grade-8 LPL-2</b>                   | 求人件数/Number of Position(s): <b>1</b>   |
| *See below CONDITIONS OF EMPLOYMENT   | 部隊名/Organization (Work Location):<br><b>10th SG Ammo Depot.</b><br><b>(Chibana)</b><br><b>[ADO-PA-06-25]</b> |

#### 職務内容/Duties

Works under the general supervision of Accountable Officer and/or Supervisory General Supply Specialist, who provides verbal and written instructions regarding job assignments, areas of responsibility, and the implementation of new, revised, or existing regulations and policies. The supervisor assists in the overall management of field ammunition activities. Performance is regularly spot-checked and reviewed to ensure efficiency, operational effectiveness, technical accuracy, and compliance with all instructions and regulations. Serves as a Forklift Operator Foreman B to oversee the Storage Section, including Forklift Operators, Ordnance Workers, and Truck-Trailer Driver engaged in ammunition support activities. Encompasses the comprehensive planning and supervision of the entire operational process related to the receipt, storage, shipping, and re-warehousing of ammunition and packaging materials, ensuring compliance with supervisory directives. Collaborates with the General Supply Specialist and Storage Specialists for effective operational planning regarding equipment arrangement, labor allocation, timelines, and procedural adherence, all while prioritizing effectiveness, efficiency, and safety standards. Conducts ongoing evaluations of operational activities to ensure compliance with regulatory requirements, specifications, and industry standards, identifying opportunities for enhancements in safety, quality, and operational efficiency. Additionally, provides orientation and instruction to group foremen and workers on job regulations, technical drawings, ammunition protocols, safety codes, and procedural guidelines. Participates work group meetings and facilitates communication of instructions from senior management to subordinates, while reporting on work status and delays addresses any inquiries regarding overall operations. Conducts monthly safety meetings to foster a culture of continuous improvement and safety awareness within the workforce. Assists the Storage Specialist in preparing a range of critical reports and documentation related to storage operations, including storage space utilization and occupancy reports, storage status reports, depot master storage plans, and updates on storage improvement objectives. Responsibilities also include compiling and analyzing data, participating in the ongoing development and maintenance of storage-related plans and reports, and preparing recurring and non-recurring reports and correspondence to support operational effectiveness and strategic planning. Strong attention to detail, organizational skills, and the ability to work collaboratively with others are essential for optimizing storage capabilities and achieving organizational goals. Operates electric, gasoline,

LPG, or diesel-powered forklifts with a lifting capacity of 3 metric tons or more, loading, unloading, and positioning supplies, materials, and equipment in various outdoor storage areas and on road at Torii Station. Operates heavy and wheeled vehicles whose gross vehicle weight is over 11 ton to transport ammunition and related cargo. Operates tractor trailer as required. May drive on smooth surfaces indoors and outdoors as required. Completes warehousing forms and assists with manual labor tasks such as loading, unloading, carrying, and stacking supplies and equipment. Performs other related or incidental duties as assigned.

#### **必要応募資格基準/Minimum Qualification Standards (MQS) Requirement**

Must have specialized experience in the related work at the next lower level. (BWT-2 Grade-7)

#### **要求される語学能力級/Required Language Proficiency Level (LPL)**

Language Proficiency Level 2: Average proficiency

#### **要求されるライセンス・修了証書・証明書/Required Licenses and Certificates**

1. Must have Japanese driver's license.
2. Must possess a valid GOJ Heavy Vehicle driver's license (Manual Transmission) / 大型自動車運転免許 (マニュアル車).
3. Must possess a valid certificate for operation of Forklifts with a lifting capacity of 1 ton or more (フオークリフト運転技能講習修了証/最大荷重 1 トン以上).
4. Must possess a valid GOJ Class-1 Heavy Special Vehicle driver's license (大型特殊運転免許).

#### **要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

1. Working knowledge of ammunition and explosive material maintenance and their components.
2. Ability to interpret job-related instructions, specifications, blueprint readings and schematics.
3. Ability to troubleshoot various ammunition, explosive materials, and their components.
4. Ability to use and maintain trade-specific tools and equipment.
5. Skill and ability to instruct other ordnance workers in various ammunition and explosive maintenance techniques and repairs
6. Ability to supervise a diverse workforce of skilled workers in ammunition and explosive maintenance trade occupations.
7. Ability to establish a culture of safety for fellow co-workers.
8. Knowledge of computer operating systems such as Outlook, Word, Excel, etc.
9. Ability to speak, read, and write English and Japanese at Average proficiency level (LPL-2) is required. The skill is used to effectively communicate in English and Japanese, both orally and in writing.

#### **要求される雇用条件/Required Condition of Employment**

1. Must be physically fit to perform the duties above.
2. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
3. Must be available to work unscheduled overtime, when required.
4. Must be available to travel throughout Japan, when required.
5. Training on handling explosive materials will be provided upon entrance on duty.
6. Must be able to lift minimum of twenty-five (25) kilogram in weight.
7. Work is generally performed outside in areas that may be hot, damp, cold, drafty, or poorly lighted.
8. May be exposed to the possibility of cuts, scrapes, bruises, abrasions, falls, and injury in performing assigned tasks.
9. May be exposed to dust, dirt, grease, solvents, and to high noise levels in mechanized work areas.
10. May work with hazardous materials.
11. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

**勤務時間/Work Schedule**

Monday-Friday 0745-1630 (40 hours per week) Recess 1145-1230

**タイムイングレード/Time in Grade (TIG)**

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**\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

**応募方法/How to apply:**

必要提出書類を締切日までに1ページ目に記載の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

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| <b>在日米陸軍 日本人事事務所 沖縄 求人案内</b><br><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b><br><b>Vacancy Announcement for Local National positions</b>   | 空席広報番号/Announcement Number<br><b>2-JESO-26</b>  |
|  | 募集期間/Opening Period<br><b>14-20 January 2026</b>  |
| 募集可能従業員/Area of Consideration:   |   |
| <input type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan<br><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa<br><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)<br><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.<br><p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。<br/> <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></p>  |   |
| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level  | 雇用形態/Employment Status:<br><b>Permanent / Full-Time</b>   |
| <b>Engineering Technician (CIVIL) MLC-384</b>  | 求人件数/Number of Position(s): <b>1</b>  |
| <b>BWT-1 Grade-6 LPL-3</b>   | 部隊名/Organization (Work Location):<br><b>USAG-O, DPW</b><br><b>Master Planning Division,</b><br><b>Torii Station [PW25-39]</b> |
| *See below CONDITIONS OF EMPLOYMENT  |   |
| <b>職務内容/Duties:</b><br><p>Serves as an Engineering Technician in the Office of the Master Planning Division, Master Planning Section, Directorate of Public Works (DPW), U.S. Army Garrison (USAG) Okinawa. Assists in coordinating with multiple types of engineers—including Department of the Army Civilian (DAC) Chiefs and Master Labor Contract (MLC) engineers—in planning and programming major construction programs. These programs include projects valued at over \$1 million, as well as initiatives under the Facilities Improvement Program (FIP), Defense Policy Review Initiative (DPRI), Military Construction Army (MCA), Non-Appropriated Funding (NAF), Joint Use Agreement (JUA), and multiple Host Nation construction programs. Develops alternative site maps for base development studies. Maintains and updates all site and site development maps related to the Master Plan. Prepares site development and project site maps to support numerous briefs and presentations to higher headquarters and the command's Real Property Planning Board. Reviews and coordinates all requests for site approvals from other agencies concerning construction and development on Army property. Prepares all site plans for FIP and MCA construction projects. Develops and maintains maps in conjunction with the Tacit Farm Management Plan and encroachment mitigation efforts. Assists in coordinating all civil engineering technical issues related to FIP projects, real estate matters, and planning efforts. Assists engineers in developing project programming documents such as USFJ Forms 22 and 42, Basic Criteria Packages (BCP), Criteria Packages (CP), and supporting data and information. Coordinates necessary technical actions with Government of Japan (GOJ) counterparts, local prefecture and city municipalities, and U.S. components such as AMC, USARJ, USAG Japan, and other Army units. These project documents are critical to ensuring that proposed buildings and facilities meet the functional, operational, and technical requirements of the intended Army users. Provides technical assistance to Chiefs and Engineers to ensure that new projects and their programming documents comply with pertinent practical engineering concepts, principles, methods, and practices. Provides translation from English to Japanese and vice versa for USFJ Forms 22 and 42, BCP/CP, engineering questionnaires, and related documents for Host Nation construction projects. Accurate translation is essential to facilitate coordination among Japanese and U.S. stakeholders. Translated information is used to develop various surveys, designs, and construction management plans for project completion. Works with DAC Chiefs and MLC engineers in preparing Facilities Improvement and Relocation Panel (FIRP) memorandums and requirements for FIP, DPRI, and Host Nation projects. Facilities Planning and Data Management Duties. Develops and maintains maps in conjunction with the</p> |   |

Tacit Farm Management Plan and encroachment mitigation efforts. Assists in coordinating all civil engineering technical issues related to Facilities Improvement Program (FIP) projects, real estate matters, and overall planning efforts. Supports and coordinates utilities assessments, feasibility studies, and capacity studies to determine future utility requirements. Performs other related technical duties to assist in program and project management. Also performs other duties as assigned by the Chief, Master Planning Division, and other designated supervisors within the chain of command of the Directorate of Public Works (DPW) that support the overall mission of the Master Planning Division, DPW, and USAG Okinawa. Performs work in a professional manner and promotes good working relationships with co-workers and customers. Assists to coordinate and comment on multiple technical reviews of major construction project programming documents, USFJ Form 22/Form 42, BCP/CP, and project related documents/packages for Okinawa/(Honshu) FIP, DPRI and Host Nation projects. These project programming documents are required to support primary, and supporting facilities/engineering systems, description of proposed construction methods, project justification, facility functioning, type of construction, technical design criteria, site planning, and reviewing building floor plans, etc. Maintains and constantly updating the appropriate data base, and project document/drawing archive to record major changes, or revisions to construction projects, such as the FIP/DPRI/MCA/NAF/JUA programs, and update any project information, in a timely manner. Monitoring project status is critical to prepare INCOM Real Property Planning Board (RPPB), and provides necessary project updates to stakeholders. Prepares multiple types of memorandums, information papers, and leadership briefings, on the status of major construction programs.

Performs other duties as assigned.

#### **必要応募資格基準/Minimum Qualification Standards (MQS) Requirement**

**When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

Must have at least one (1) year of specialized experience equivalent to BWT-1 Grade-5 OR  
Completion of four (4) year college/university in a related field OR two (2) academic year of graduate level education.

#### **要求される語学能力級/Required Language Proficiency Level (LPL)**

Language Proficiency Level 3: Fluent proficiency.

#### **要求されるライセンス・修了証書・証明書/Required Licenses and Certificates**

Must have a valid GOJ driver's license.

#### **要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSAs)**

1. Knowledge of computer software such as MS office suite to include word, excel, outlook, and Auto-Cad. (Knowledge of GIS is also preferable).
2. Knowledge of practical engineering concepts, principles, methods, and practices as it pertains to the Civil engineering field.
3. Coordination and assertive communication skills, and willingness to develop solutions for problems.
4. 3 years working experience related to the Civil Engineering field is desirable.

#### **要求される雇用条件/Required Condition of Employment**

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to travel to attend training, meetings or conferences, and surveying USAG Okinawa real properties, including multiple story building and unpaved rough nature environment.
3. Must be physically fit to perform all assigned duties.
4. Must be able to stand for a long period under the extreme weather conditions.
5. Must be able to work overtime or temporarily adjust work schedule when required/directed.

**勤務時間/Work Schedule:** Monday-Friday (40 hours per week) 0700-1545 (Recess: 1130-1215)

### タイムイングレード/Time in Grade (TIG)

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

### \*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents)

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

### 応募方法/How to apply

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|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

- 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan
- 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa
- 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)
- 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

Current USFJ employees who are outside the area of consideration will not be considered.

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level | 雇用形態/Employment Status:<br><b>Permanent / Full-Time</b>   |
| <b>Engineer Technician (Mechanical) MLC-384</b><br><b>BWT-1 Grade-6 LPL-2</b>               | 求人件数/Number of Position(s): <b>1</b>  |
| <b>Engineer (Mechanical) MLC-525</b><br><b>BWT-1 Grade-7 LPL-2</b>                          | 部隊名/Organization (Work Location):<br><b>U.S. Army Corps of Engineers</b><br><b>Japan District</b><br><b>Engineering Division</b><br><b>Okinawa Engineering Design Branch</b><br><b>(Camp Foster)</b><br><b>[OM-26-25]</b> |

\*See below CONDITIONS OF EMPLOYMENT

### 職務内容/Duties

**BWT-1 Grade-6** (Trainee Level): This position has been established at the advanced developmental level of one (1) grade lower than the target grade level for the purpose of developing the necessary skills, knowledge, and abilities required to progress to the full performance level as described in the target grade PD. Assignments are pre-selected for developmental purposes progressing from the more common and typical assignments to the more difficult assignments as the appropriate skills, knowledge and abilities are gained by the incumbent. Differences between this position and the full performance level are as follows. Serves in a developmental capacity, completes specifically assigned tasks described in the target position's PD. The specific duties and responsibilities are essentially the same as those described at the full performance level. Performs other duties as assigned. The supervisor provides guidance on new or unusual assignments, and assists the incumbent in determining the parameters of projects, and setting priorities and deadlines. The incumbent performs technical work under close supervision, with spot checks of work in progress. Completed work is reviewed thoroughly in terms of technical accuracy and adequacy. The incumbent may be subject to review by a Position Classification Specialist prior to promotion to the target grade level. Advancement to the full performance level is not automatic with the completion of all qualification requirements, but is contingent upon the assignment and performance of higher level duties or, a regular basis. The immediate supervisor must assure that the developmental level has been adequately mastered through actual performance.

**BWT-1 Grade-7** (Full-Performance Level): Works under the general supervision of Section Chief, Engineering Division, US Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Performs work independently and with minimal technical supervision. Incumbent keeps supervisor informed of progress of work, trends, and problems. Performance is evaluated in terms of thoroughness and efficiency of operations, attainment of objectives, adherence to established policies and the success of overall engineering functions. Serves as a full performance level professional engineer for the mechanical engineering portions of projects during the planning, designing, and construction stages. The work requires the capability of adapting precedents and implementing engineering

theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the US Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the mechanical engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the mechanical engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory approaches and solutions to engineering problems. Prepares mechanical engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for part of the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal assistance from higher grade Engineer/Section Chief. Completed assignments are evaluated for technical soundness, and conformance to criteria and policy. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and higher grade engineers by preparing instructions and guidance for their use in developing designs of the mechanical engineering portions of projects. Serves as an engineer providing support on all mechanical engineering issues. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Assignments will include conventional projects with complex features such as headquarters buildings, housing structures, industrial shops, ports, docks, airfields, hangars, utility plants and systems, and other comparable engineering projects. For the large and complex projects assigned, the work will be conducted with guidance and technical advice from senior engineers. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Provides mechanical engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Makes field observations, compares findings with contract documents, then provides technical recommendations based on sound engineering judgment. Performs other duties as assigned.

#### **必要応募資格基準/Minimum Qualification Standards (MQS) Requirement**

When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.

#### **BTW-1 Grade-6**

Must have at least one (1) year of specialized experience equivalent to BTW-1 Grade-5 OR  
Completion of four (4) year college/university in a related field OR two (2) academic year of graduate level education.

#### **BTW-1 Grade-7**

Must have combination of [Education/License] and [Experience] as indicated below.

[Education/License] Must be a four (4) year college or university graduate with specialized education in Mechanical engineering, OR possess an official engineering license, [e.g., Kenchiku Setsubishi (Consulting Engineer for Mechanical (建築設備土免許 (機械)), Professional Engineer (技術士免許), Construction Management Engineer 1st (1級管工事施工管理技士免許) etc.] and

[Experience] Must have at least one (1) year of specialized experience equivalent to BTW-1 Grade-6.

#### **要求される語学能力級/Required Language Proficiency Level (LPL)**

Language Proficiency Level 2: Average proficiency

#### **要求されるライセンス・修了証書・証明書/Required Licenses and Certificates**

Must have a valid GOJ driver's license.

### 要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)

1. Comprehensive knowledge of engineering concepts, principles, methods and practices in Mechanical engineering field.
2. Coordination and assertive communication skills, and willingness to develop solutions for problems.
3. Must have experience in Mechanical engineering design and review.
4. Must have experience with standard office computer softwares, Microsoft Office, Adobe, etc..

### 要求される雇用条件/Required Condition of Employment

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to work overtime or temporarily adjust work schedule as needed.
3. Must be able to go on temporary duty (TDY) as needed.
4. Mission-Essential employees as determined by their chain of command, may be required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

### 勤務時間/Work Schedule

Monday-Friday (40 Hours Per Week)

Shift A: 0700-1545, 0730-1615, 0800-1645 (Recess: 1130-1215, 1145-1230)

Shift B: 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 0830-1730 (Recess: 1130-1230)

### タイムイングレード/Time in Grade (TIG)

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

### \*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents)

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
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|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan  
 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa  
 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)  
 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

Current USFJ employees who are outside the area of consideration will not be considered.

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level | 雇用形態/Employment Status:<br><b>LTE NTE 2-Year (期間限定) / Full-Time</b>  |
| <b>Engineer (Civil) MLC-541</b>   | 求人件数/Number of Position(s): <b>1</b>   |
| <b>BWT-1 Grade-8 LPL-2</b>  | 部隊名/Organization (Work Location):<br><b>U.S. Army Corps of Engineers Japan District<br/>Engineering Division<br/>Okinawa Engineering Design Branch<br/>(Camp Foster)<br/>[OM-15A-23]</b> |
| <b>This is a Limited Term Employment (LTE) position<br/>not to exceed two (2) year</b>      |  |

\*See below CONDITIONS OF EMPLOYMENT

#### 職務内容/Duties

Serves as senior and/or lead Engineer for the civil engineering portions of projects during the planning, designing, directing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the US Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a senior consultant in the civil engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the civil engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates the design phase of major projects extensively with other engineers.

Prepares civil engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal input from Section Chief. Results of the work are normally accepted without significant change. Supports to provide translations of technical documents from English to Japanese, and from Japanese to English if necessary. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and other senior engineer by preparing instructions and guidance for their use in developing designs of the civil engineering portions of projects. Serves as a senior technical advisor on all civil engineering issues. Deviates from standard guides or conventional engineering practices to meet unusual local conditions or the specialized requirements of the particular project. Projects range from conventional with large and complex, such as headquarters buildings, hospitals, large high rise housing structures, large industrial shops, ports, docks, POL facilities, airfields, hangars, engine test cells, precision measuring equipment laboratories, utility plants and systems, communications facilities

and systems, and other comparable engineering projects. Leads a project team consisting of lower grade engineers. For the largest and most complex projects assigned, the work will be conducted with minimal guidance and technical advice from Section Chief or higher grade engineer. Solves, advises on, or evaluates difficult project design problems ensuring compliance with Department of Defense (DoD) and industry architectural/engineering standards and requirements for Host Nation and US Funded programming and design documents. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Provides civil engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Makes field observations, compares findings with contract documents, then provides technical recommendations based on sound engineering judgment. Performs other related or incidental duties as assigned.

**必要応募資格基準/Minimum Qualification Standards (MQS) Requirement**

At least one (1) year of specialized experience equivalent to the next lower grade level (BWT-1 Grade-7) OR Doctorate Degree in Graduate School in a related field. AND one year Time-in-Grade (TIG) OR Must have combination of [Education/License] and [Experience] as indicated below.

[Education/License] Must be a four (4) year college or university graduate with specialized education in Civil engineering, OR possess an official engineering license, [e.g., Professional/Consulting Engineer (技術士), 1st or 2nd Class Civil Construction Management Engineer (1級または2級土木施工管理技士) or Registered Surveyor (測量士), etc.]

AND

[Experience] Must have at least one (1) year of specialized experience\*\* equivalent to BWT-1 Grade-7 OR a Doctorate Degree in Graduate School in Engineering.

The specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.

**要求される語学能力級/Required Language Proficiency Level (LPL)**

Language Proficiency Level 2: Average proficiency

**要求されるライセンス・修了証書・証明書/Required Licenses and Certificates**

Must have Japanese driver's license.

**要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

1. 5 years of experience in related fields is desirable.
2. Knowledge and skill in dealing with situations such as conflicting codes requirements, differing views and engineering practices between the Government of Japan (GOJ) and the U.S., and detailed technical coordination with other engineering discipline, GOJ officials, and end users.
3. Knowledge of codes and regulations as well as sound engineering judgment.
4. Knowledge of DoD and USACE regulations, policies, precedents, procedures and theories.
5. Must have experience with standard office computer software, Microsoft Office, Adobe, etc.

**要求される雇用条件/Required Condition of Employment**

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to work beyond the normal workday and to go on TDY when required.
3. Must be able to work outside of normal duty hours when required/directed.
4. Must be available for overtime as necessary.
5. Mission-Essential employees as determined by their chain of command, may be required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

#### 勤務時間/Work Schedule

Monday-Friday (40 hours per week)

A: 0700-1545, 0730-1615, 0800-1645 (Recess: 1130-1215, 1145-1230)

B: 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 0830-1730 (Recess: 1130-1230)

#### タイムイングレード / Time in Grade (TIG)

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

#### \*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

#### 応募方法/How to apply:

必要提出書類を締切日までに1ページ目に記載の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes/location mentioned in page 1. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

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| 在日米陸軍 日本人事事務所 沖縄 求人案内<br>U.S. Army Japan Japanese Employment Services Office Okinawa<br>Vacancy Announcement for Local National Positions | 空席広報番号/Announcement Number<br><b>2-JESO-26</b>   |
|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan  
 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa  
 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)  
 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

Current USFJ employees who are outside the area of consideration will not be considered.

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level | 雇用形態/Employment Status<br><b>Permanent / Full-Time</b>   |
| <b>Engineer (Civil) MLC-541</b>   | 求人件数/Number of Position(s): <b>1</b>   |
| <b>BWT-1 Grade-8 LPL-2</b>  | 部隊名/Organization (Work Location)<br><b>U.S. Army Corps of Engineers - Japan District<br/>Engineering Division<br/>(Camp Foster)<br/>[OM-19-25]</b> |

#### 職務内容/Duties

Works under the general supervision of Section Chief, Engineering Division, US Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Incumbent keeps supervisor informed of progress of work, trends, and problems. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. Serves as senior and/or lead Engineer for the civil engineering portions of projects during the planning, designing, directing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the US Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a senior consultant in the civil engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the civil engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates the design phase of major projects extensively with other engineers. Prepares civil engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal input from Section Chief. Results of the work are normally accepted without significant change. Supports to provides translations of technical documents from English to Japanese, and from Japanese to English if necessary. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and other senior engineer by preparing instructions and guidance for their use in developing designs of the civil engineering portions of projects. Serves as a senior technical advisor on all civil engineering issues. Deviates from standard guides or conventional engineering practices to meet unusual local conditions or the specialized requirements of the particular project. Projects range from conventional with large and complex, such as headquarters buildings, hospitals, large high rise housing structures, large industrial shops, ports, docks, POL facilities, airfields, hangars, engine test cells, precision measuring equipment laboratories, utility plants and systems, communications facilities and systems, and other comparable engineering projects. Leads a project

team consisting of lower grade engineers. For the largest and most complex projects assigned, the work will be conducted with minimal guidance and technical advice from Section Chief or higher grade engineer. Solves, advises on, or evaluates difficult project design problems ensuring compliance with Department of Defense (DoD) and industry architectural/engineering standards and requirements for Host Nation and US Funded programming and design documents. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Provides civil engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Makes field observations, compares findings with contract documents, then provides technical recommendations based on sound engineering judgment. Operates government vehicle as required. Performs other duties as assigned.

**必要応募資格基準/Minimum Qualification Standards (MQS) Requirement**

At least one (1) year of specialized experience equivalent to the next lower grade level (BWT-1 Grade-7) OR Doctorate Degree in Graduate School in a related field. AND one year Time-in-Grade (TIG) OR Must have combination of [Education/License] and [Experience] as indicated below.

[Education/License] Must be a four (4) year college or university graduate with degree in Civil Engineering OR possess an official engineering license of Professional/Consulting Engineer (技術士), 1st or 2nd Class Civil Construction Management Engineer (1級または2級土木施工管理技士) or Registered Civil Construction Management (RCCM).

AND

[Experience] Have 1 year of specialized experience in work related to the position to be filled at the next lower level (BWT-1 Grade-7). Must have experience in Civil engineering design and review.

The specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.

**要求される語学能力級/Required Language Proficiency Level (LPL)**

Language Proficiency Level 2: Average proficiency

**要求されるライセンス・修了証書・証明書/Required Licenses and Certificates**

Must have Japanese driver's license.

**要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

1. 5 years of experience in related fields is desirable.
2. Knowledge of codes and regulations as well as the use of sound engineering judgment.
3. Comprehensive knowledge of engineering concepts, principles, methods and practices in Electrical engineering field.
4. Comprehensive knowledge of DoD and USACE regulations, policies, precedents, procedures and theories.
5. Ability to independently analyze designs/drawings for complete and total projects involving complex features.
6. Ability to translate technical terminologies and engineering concepts from English to Japanese and vice versa both orally and in writing.

7. Ability to effectively communicate with all levels of personnel including senior managements and/or non-English speakers.
8. Good working knowledge of various office automation software and tools to support office operations for producing and preparing documents such as letters, reports, spreadsheets, and graphs.

#### 要求される雇用条件/Required Condition of Employment

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to work overtime or temporarily adjust work schedule as needed.
3. Must be able to go on temporary duty (TDY) as needed.
4. Mission-Essential employees as determined by their chain of command, may be required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

#### 勤務時間/Work Schedule

Monday-Friday (40 hours per week)

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#### タイムイングレード / Time in Grade (TIG)

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#### \*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents)

- 事前質問票/ Pre-Employment Inquiries
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#### 応募方法/How to apply

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|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration

日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan  
 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa  
 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)  
 募集組織内に雇用されている従業員 Current employees employed within the Organization.

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Current USFJ employees who are outside the area of consideration will not be considered.

職種名・職種番号・基本給表・等級・語学能力級  
Job Title, Job Number, BWT, Grade, and Language Proficiency Level

雇用形態/Employment Status  
**Permanent / Full-Time**

**Engineering Technician (Architectural) MLC-310**  
**BWT-1 Grade-5 LPL-2**

求人件数/Number of Position(s): **1**

**Engineer Technician (Architectural) MLC-384**  
**BWT-1 Grade-6 LPL-2**

部隊名/Organization (Work Location)  
**U.S. Army Corps of Engineers - Japan District**  
**Engineering Division**  
**(Camp Foster)**  
**[OM-51-24]**

**Engineer (Architectural) MLC-525**  
**BWT-1 Grade-7 LPL-2**

This position may be filled at 1-5 or 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant.

\*See below CONDITIONS OF EMPLOYMENT

**職務内容 / Duties**

This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.

**BWT-1 Grade-5 (Trainee Level):** This position has been established at the developmental level of two (2) grade lower than the target grade level for the purpose of developing the necessary skills, knowledge, and abilities required to progress through the advanced developmental level of one (1) grade lower than the target grade level to the full performance level as described in the target grade PD. Assignments are pre-selected for developmental purposes progressing from the more common and typical assignments to the more difficult assignments as the appropriate skills, knowledge and abilities are gained by the incumbent. Differences between this position and the full performance level are as follows. Serves as a trainee, completes specifically assigned tasks regarding routine and recurring duties described in target position's PD, and related duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers. Applies a basic knowledge of target grade requirement used to analyze and evaluate assigned programs, missions, and functions. The supervisor provides guidance on new or unusual assignments, and assists the incumbent in determining the parameters of projects, and setting priorities and deadlines. The incumbent performs technical work under close supervision, with spot checks of work in progress. Completed work is reviewed thoroughly in terms of technical accuracy and adequacy.

Performs other duties as assigned. The incumbent may be subject to review by a Position Classification Specialist prior to promotion to the target grade level. Advancement to the advanced developmental level is not automatic with the completion of all qualification requirements, but is contingent upon the assignment and performance of higher level duties or, a regular basis. The immediate supervisor must assure that the developmental level has been adequately mastered through actual performance.

**BWT-1 Grade-6 (Trainee Level):** This position has been established at the advanced developmental level of one (1) grade lower than the target grade level for the purpose of developing the necessary skills, knowledge, and abilities required to progress to the full performance level as described in the target grade PD. Assignments are pre-selected for developmental purposes progressing from the more common and typical assignments to the more difficult assignments as the appropriate skills, knowledge and abilities are gained by the incumbent. Differences between this position and the full performance level are as follows: Serves in a developmental capacity, completes specifically assigned tasks described in the target position's PD. The specific duties and responsibilities are essentially the same as those described at the full performance level. Performs other duties as assigned. The supervisor provides guidance on new or unusual assignments, and assists the incumbent in determining the parameters of projects, and setting priorities and deadlines. The incumbent performs technical work under close supervision, with spot checks of work in progress. Completed work is reviewed thoroughly in terms of technical accuracy and adequacy. The incumbent may be subject to review by a Position Classification Specialist prior to promotion to the target grade level. Advancement to the full performance level is not automatic with the completion of all qualification requirements, but is contingent upon the assignment and performance of higher level duties or, a regular basis. The immediate supervisor must assure that the developmental level has been adequately mastered through actual performance.

**BWT-1 Grade-7 (Full-Performance Level):** Works under the general supervision of Section Chief, Engineering Division, US Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Performs work independently and with minimal technical supervision. Incumbent keeps supervisor informed of progress of work, trends, and problems. Performance is evaluated in terms of thoroughness and efficiency of operations, attainment of objectives, adherence to established policies and the success of overall engineering functions. Serves as a full performance level professional engineer for the architectural engineering portions of projects during the planning, designing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the US Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the architectural engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the architectural engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory approaches and solutions to engineering problems. Prepares architectural engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for part of the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal assistance from higher grade Engineer/Section Chief. Completed assignments are evaluated for technical soundness, and conformance to criteria and policy. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and higher grade engineers by preparing instructions and guidance for their

use in developing designs of the architectural engineering portions of projects. Serves as an engineer providing support on all architectural engineering issues. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Assignments will include conventional projects with complex features such as headquarters buildings, housing structures, industrial shops, ports, docks, airfields, hangars, utility plants and systems, and other comparable engineering projects. For the large and complex projects assigned, the work will be conducted with guidance and technical advice from senior engineers. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Provides architectural engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Makes field observations, compares findings with contract documents, then provides technical recommendations based on sound engineering judgment. Performs other duties as assigned.

#### **最低必要応募資格基準 / Minimum Qualification Standards (MQS) Requirement**

##### **BWT-1 Grade-5 (Trainee Level)**

Must have at least one (1) year of specialized experience\* equivalent to BWT-1 Grade-4 OR four (4) academic years above high school leading to a bachelor's degree\*\* OR Completion of four (4) year college/university\*\*.

##### **BWT-1 Grade-6 (Trainee Level)**

Must have at least one (1) year of specialized experience\* equivalent to BWT-1 Grade-5 OR Completion of four (4) year college/university in a related field\*\* OR two (2) academic year of graduate level education\*\*.

##### **BWT-1 Grade-7 (Full-Performance Level)**

Must have at least one (1) year of specialized experience\* equivalent to BWT-1 Grade-6 OR Master's Degree in a related field\*\* OR three (3) academic year of graduate level education\*\*.

\*The specialized experience means the experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

\*\*When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.

#### **要求される英語力レベル / Required Language Proficiency Level (LPL)**

Language Proficiency Level 2: Average proficiency

#### **要求されるライセンス・修了証書・証明書 / Required Licenses and Certificates**

1. Must be a college or university graduate with specialized education in Architectural Engineering or possess an official engineering license, e.g., First or Second Class Kenchikushi, Registered Architect (一級又は二級建築士免許).
2. Must have Japanese driver's license.

#### **要求される知識・スキル・能力 / Required Knowledge, Skill, and Ability (KSA)**

Experience working in an architectural design firm is desirable.

#### **要求される雇用条件 / Required Condition of Employment**

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.

2. Must be able to work overtime or temporarily adjust work schedule as needed.
3. Must be able to go on temporary duty (TDY) as needed.
4. Mission-Essential employees as determined by their chain of command, may be required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

#### **勤務時間 / Work Schedule**

Monday-Friday (40 hours per week)

Shift A: 0700-1545, 0730-1615, 0800-1645 (Recess: 1130-1215, 1145-1230)

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#### **タイムイングレード / Time in Grade (TIG)**

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met

#### **\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

#### **応募方法/How to apply:**

必要提出書類を締切日までに1ページ目に記載の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

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|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan  
 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa  
 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)  
 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

Current USFJ employees who are outside the area of consideration will not be considered.

職種名・職種番号・基本給表・等級・語学能力級  
Job Title, Job Number, BWT, Grade, and Language Proficiency Level

雇用形態/Employment Status:  
**Permanent / Full-Time**

**Engineering Technician MLC-384**

**BWT-1 Grade-6 LPL-2**

求人件数/Number of Position(s): **1**

**Engineer (Electrical) MLC-525**

**BWT-1 Grade-7 LPL-2**

部隊名/Organization (Work Location):

**U.S. Army Corps of Engineers, Japan District,  
Engineering Division,  
Okinawa Engineering Design Branch  
(Camp Foster)  
[OM-52-24]**

**This position may be filled at 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant.**

\*See below CONDITIONS OF EMPLOYMENT

職務内容/Duties:

This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.

**BWT-1 Grade-6** (Trainee Level): Under the closer than normal supervision of the supervisor or senior engineers, the incumbent serves as a trainee, performs engineering work in electrical engineering and completes specifically assigned tasks regarding routine and recurring duties described in the target position's PD [Engineer (Electrical) MLC-525 BWT-1 Grade-7 LPL-2] and other related and/or incidental duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers.

**BWT-1 Grade-7** (Full-Performance Level): Works under the general supervision of Section Chief, Engineering Division, U.S. Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Performs work independently and with minimal technical supervision. Incumbent keeps supervisor informed of progress of work, trends, and problems. Performance is evaluated in terms of thoroughness and efficiency of operations, attainment of objectives, adherence to established policies and the success of overall engineering functions. Serves as a full performance level professional engineer for the electrical engineering portions of projects during the planning, designing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S. Forces, Japan (USFJ), as well

as those funded by the U.S. Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the electrical engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the electrical engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory approaches and solutions to engineering problems. Prepares electrical engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for part of the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal assistance from higher grade Engineer/Section Chief. Completed assignments are evaluated for technical soundness, and conformance to criteria and policy. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and higher grade engineers by preparing instructions and guidance for their use in developing designs of the electrical engineering portions of projects. Serves as an engineer providing support on all electrical engineering issues. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Assignments will include conventional projects with complex features such as headquarters buildings, housing structures, industrial shops, ports, docks, airfields, hangars, utility plants and systems, and other comparable engineering projects. For the large and complex projects assigned, the work will be conducted with guidance and technical advice from senior engineers. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Provides electrical engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Makes field observations, compares findings with contract documents, then provides technical recommendations based on sound engineering judgment. Operates government vehicle from/to work locations to conduct work assignments. Performs other duties as assigned.

**必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:**

**When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

**BWT-1 Grade-6:** Must have at least one (1) year of specialized experience equivalent to BWT-1 Grade-5 OR Completion of four (4) year college/university in a related field OR two (2) academic year of graduate level education.

**To qualify at BWT-1 Grade-7, must have combination of [Education/License] and [Experience] as indicated below**

[Education/License] Must be a four (4) year college or university graduate with specialized education in Electrical Engineering OR possess an official engineering license, [e.g., Building Electrical Engineer for Electrical or 1st or 2nd or 3rd-Class Electrical Chief Engineer (建築設備土(電気) 又は電気主任技術者免許) or 1st-Class Electrical Works Execution Manager (一級電気工事施工管理士) or Chief Telecommunications Engineer (電気通信主任技術者) or Professional Engineer in Electrical (PEライセンス).

AND

[Experience] Must have at least one (1) year of specialized experience equivalent to BWT-1 Grade-6 OR Master's Degree in a related field OR three (3) academic year of graduate level education.

**要求される語学能力級/Required Language Proficiency Level (LPL):**

Language Proficiency Level 2: Average proficiency.

**要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:**

Must have Japanese driver's license.

**要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

1. Good knowledge of grammar, spelling, capitalization, punctuation, and general English terminology and abbreviations.
2. Good working knowledge of various office automation software and tools to support office operations for producing/preparing documents such as letters, reports, spreadsheets, and graphs.
3. Knowledge of DoD and USACE regulations, policies, precedents, procedures, and theories.

**要求される雇用条件/Required Condition of Employment:**

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must have experience in Electrical/Communications engineering design and review.
3. Must be able to go on temporary duty (TDY).
4. Must be available for overtime as necessary.
5. Mission-Essential employees as determined by their chain of command, may be required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

**勤務時間/Work Schedule:** Monday-Friday (40 hours per week)

Shift A: 0700-1545, 0730-1615, 0800-1645 (Recess: 1130-1215 or 1145-1230)

Shift B: 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 0830-1730 (Recess: 1130-1230)

**タイムイングレード / Time in Grade (TIG):**

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade or equivalent position outside USFJ. The period served by any job title at the required BWT and Grade as well as the period served as Temporary Promotion at the required BWT and Grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

**\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

**応募方法/How to apply:**

必要提出書類を締切日までに1ページ目に記載の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes/location mentioned in page 1. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

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| 在日米陸軍 日本人事事務所 沖縄 求人案内<br>U.S. Army Japan Japanese Employment Services Office Okinawa<br>Vacancy Announcement for Local National Positions | 空席広報番号/Announcement Number<br><b>2-JESO-26</b>   |
|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan  
 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa  
 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)  
 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

Current USFJ employees who are outside the area of consideration will not be considered.

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level | 雇用形態/Employment Status:<br><b>Permanent / Full-Time</b>   |
| <b>Engineering Technician MLC-384</b><br><b>BWT-1 Grade-6 LPL-2</b>                         | 求人件数/Number of Position(s): <b>1</b>  |
| <b>Engineer (Electrical) MLC-525</b><br><b>BWT-1 Grade-7 LPL-2</b>                          | 部隊名/Organization (Work Location):<br><b>U.S. Army Corps of Engineers</b><br><b>Japan District</b><br><b>Engineering Division</b><br><b>Okinawa Engineering Design Branch</b><br><b>(Camp Foster)</b><br><b>[OM-05-25]</b> |

\*See below CONDITIONS OF EMPLOYMENT

**職務内容/Duties:**

This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.

**BWT-1 Grade-6** (Trainee Level): Under the closer than normal supervision of the supervisor or senior engineers, the incumbent serves as a trainee, performs engineering work in electrical engineering and completes specifically assigned tasks regarding routine and recurring duties described in the target position's PD [Engineer (Electrical) MLC-525 BWT-1 Grade-7 LPL-2] and other related and/or incidental duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers.

**BWT-1 Grade-7** (Full-Performance Level): Serves as a full performance level professional engineer for the electrical engineering portions of projects during the planning, designing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S. Forces, Japan (USFJ), as well as those funded by the U.S. Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the electrical engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the electrical engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory approaches and solutions to engineering problems. Prepares electrical engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for part of the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal assistance from higher

grade Engineer/Section Chief. Completed assignments are evaluated for technical soundness, and conformance to criteria and policy. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and higher grade engineers by preparing instructions and guidance for their use in developing designs of the electrical engineering portions of projects. Serves as an engineer providing support on all electrical engineering issues. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Assignments will include conventional projects with complex features such as headquarters buildings, housing structures, industrial shops, ports, docks, airfields, hangars, utility plants and systems, and other comparable engineering projects. For the large and complex projects assigned, the work will be conducted with guidance and technical advice from senior engineers. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Provides electrical engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Makes field observations, compares findings with contract documents, then provides technical recommendations based on sound engineering judgment. Operates government vehicle from/to work locations to conduct work assignments. Performs other duties as assigned.

**必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:**

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**BWT-1 Grade-6:** Must have at least one (1) year of specialized experience\* equivalent to BWT-1 Grade-5 OR Completion of four (4) year college/university in a related field OR two (2) academic year of graduate level education.

**To qualify at BWT-1 Grade-7, must have combination of [Education/License] and [Experience] as indicated below**

**[Education/License]** Must be a four (4) year college or university graduate with specialized education in Electrical Engineering OR possess an official engineering license, [e.g., Building Electrical Engineer for Electrical or 1st or 2nd or 3rd-Class Electrical Chief Engineer (建築設備土(電気) 又は電気主任技術者免許) or 1st-Class Electrical Works Execution Manager (一級電気工事施工管理士) or Chief Telecommunications Engineer (電気通信主任技術者) or Professional Engineer in Electrical (PEライセンス).

AND

**[Experience]** Must have at least one (1) year of specialized experience\* equivalent to BWT-1 Grade-6 OR Master's Degree in a related field OR three (3) academic year of graduate level education.

\*The specialized experience means the experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

**要求される語学能力級/Required Language Proficiency Level (LPL):**

Language Proficiency Level 2: Average proficiency.

**要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:**

Must have Japanese driver's license.

**要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

4. Good knowledge of grammar, spelling, capitalization, punctuation, and general English terminology and abbreviations.
5. Good working knowledge of various office automation software and tools to support office operations for producing/preparing documents such as letters, reports, spreadsheets, and graphs.
6. Knowledge of DoD and USACE regulations, policies, precedents, procedures, and theories.

**要求される雇用条件/Required Condition of Employment:**

6. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
7. Must have experience in Electrical/Communications engineering design and review.
8. Must be able to go on temporary duty (TDY).
9. Must be available for overtime as necessary.
10. Mission-Essential employees as determined by their chain of command, may be required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

**勤務時間/Work Schedule:** Monday-Friday (40 hours per week)

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**タイムイングレード / Time in Grade (TIG):**

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade or equivalent position outside USFJ. The period served by any job title at the required BWT and Grade as well as the period served as Temporary Promotion at the required BWT and Grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

**\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

**応募方法/How to apply:**

必要提出書類を締切日までに1ページ目に記載の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes/location mentioned in page 1. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

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| 在日米陸軍 日本人事事務所 沖縄 求人案内<br>U.S. Army Japan Japanese Employment Services Office Okinawa<br>Vacancy Announcement for Local National Positions | 空席広報番号/Announcement Number<br><b>2-JESO-26</b>   |
|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

- 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan
- 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa
- 沖縄県内の在日米陸軍 日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)
- 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

Current USFJ employees who are outside the area of consideration will not be considered.

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level   | 雇用形態/Employment Status:<br><b>Permanent/Full-Time</b>   |
| <b>Engineer (General/PW) MLC-525</b>  | 求人件数/Number of Position(s): <b>1</b>  |
| <b>BWT-1, Grade-7, LPL-2</b>  | 部隊名/Organization (Work Location):<br><b>USAG Okinawa, Directorate of Public Works (DPW), Engineering Division, (Torii Station) [PW-21-40]</b> |
| <p>沖縄県外からの応募者のみ<br/>応募書類をメールにてご提出ください。<br/>Applicants from outside of Okinawa may submit the required documents to the email address below.</p> <p><a href="mailto:usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-c1ss@army.mil">usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-c1ss@army.mil</a></p> |   |

\*See below CONDITIONS OF EMPLOYMENT

**職務内容/Duties:**

The employee is responsible for performing professional engineering duties at the full performance level. The major duties include, but are not limited to; **General** Engineering, project management, conducting site inspection, site analysis, estimating cost, designing, preparing drawings, scheduling, and coordinating with customers and engineers in other fields for construction detail. Through coordination, site investigation and basic technical research, develops detailed project scopes of work from basic customer requirements for large and complex projects. Using engineering principles, practices and methods develops detailed specifications, schematics and plans to fully communicate all aspects of large and complex projects for construction contracts, developing standards and criteria for unique situations when conventional means don't apply. Prepares detailed cost estimates, schedules, technical analysis, design calculations, reference drawings, as-built drawings for the negotiation and solicitation of all large and complex project construction contracts. Performs project management functions such as coordination, creating scopes of work, scheduling, estimating, budgeting, funding requests, site inspections, etc. to support both internal and external contracting agencies such as Air Force Contracting Squadron, U.S. Army Corps of Engineers, etc. Reviews design analysis and proposed solutions for large and complex projects developed by A-E firms to ensure appropriate engineering principles, practices and methods were applied. Reviews shop drawings and material submittals prepared by construction contractors for large and complex projects to ensure compliance with contract plans and specifications. Performs technical evaluations of proposed contractor bids for large and complex construction contracts to ensure contractor bids are reasonable, complete and technically reflects the project scope of work. Performs field site investigations to confirm and validate A-E firm proposals, cost estimates, quantities, materials, and equipment. Develops technical findings and recommendations defending the command's position on critical/adverse issues presented by engineers at higher echelons, manufactures, contractors, other agencies, GOJ and local governments. Represents the command in negotiations with engineers from the GOJ, Corps of Engineers, other military services and agencies, local government, and communities to resolve critical/controversial aspects of engineering

projects and issues. Using sound engineering and scientific principles, performs analysis to determine alternative solutions to the most complex engineering problems, develops standards, criteria and methodology for those unique situations when conventional methods don't apply. Performs construction management duties to include inspections, funding requests, projects tracking, schedule analysis, create modification packages, progress reporting, project close-out.

Performs other related or incidental duties as assigned.

**必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:**

**When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

Must have at least one (1) year of specialized experience\* equivalent to BWT-1 Grade-6.

OR Master's Degree in Engineering\*\* OR Three (3) academic year of graduate education in engineering\*\* OR

Must have combination of Education/License and Experience as indicated below. And, 1 year Time-in-Grade (TIG) at the next lower grade.

**[Education/License]:**

Must be a four (4) year college or university graduate with specialized education in General Engineering, OR

Possess an official engineering license, e.g., 1st or 2nd class Architect's License (1級もしくは2級建築士),

Mechanical-Electrical Engineer (建築設備士), Consulting Engineer (技術士), etc.

AND

\*The specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

\*\*When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.

**要求される語学能力級/Required Language Proficiency Level (LPL):**

Ability to speak, read and write English at Average proficiency level (LPL-2) is required.

**要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:**

Must have a valid GOJ driver's license (普通自動車運転免許).

**要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

1. Comprehensive knowledge of engineering concepts, principles, methods and practices in **General Engineering** field.
2. Knowledge of computer software such as: MS Office Suite to include Word, Excel, Outlook, and Auto-Cad.
3. Coordination and assertive communication skills, and willingness to develop solutions for problems.
4. 5 years practical experience in engineering field is highly desirable.

**要求される雇用条件/Required Condition of Employment:**

1. **Transfer (Relocation Cost) may be paid.**
2. Must be able to obtain GOV driver's license.
3. Must be able to travel to attend training, meetings or conference, and surveying US Army Garrison (USAG) Okinawa real properties, including multiple story building and unpaved rough nature environment.
4. Must be physically fit.
5. Must be able to stand or walk for long period under the extreme weather conditions.
6. Must be able to work outside of normal duty hours when required/directed.

**勤務時間/Work Schedule: Monday-Friday (40 hours per week): 0700-1545 (Recess: 1130-1215)**

**タイムイングレード / Time in Grade (TIG):**

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

**\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2)
- 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above

**応募方法/How to apply:**

必要提出書類を締切日までに指定の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of the designated drop boxes. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

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| 在日米陸軍 日本人事事務所 沖縄 求人案内<br>U.S. Army Japan Japanese Employment Services Office Okinawa<br>Vacancy Announcement for Local National Positions | 空席広報番号/Announcement Number<br><b>2-JESO-26</b>   |
|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan  
 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa  
 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)  
 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

Current USFJ employees who are outside the area of consideration will not be considered.

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level | 雇用形態/Employment Status:<br><b>Permanent / Full-Time</b>   |
| <b>Engineer (Fire Protection) MLC-525</b><br><br><b>BWT-1 Grade-7 LPL-2</b>                 | 求人件数/Number of Position(s): <b>1</b><br><br>部隊名/Organization (Work Location):<br><b>U.S. Army Corps of Engineers - Japan District<br/>Engineering Division<br/>(Camp Foster)<br/>[OM-01-25]</b> |

\*See below CONDITIONS OF EMPLOYMENT

**職務内容/Duties:**

Works under the general supervision of Section Chief, Engineering Division, US Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Performs work independently and with minimal technical supervision. Incumbent keeps supervisor informed of progress of work, trends, and problems. Performance is evaluated in terms of thoroughness and efficiency of operations, attainment of objectives, adherence to established policies and the success of overall engineering functions. Serves as the full performance level engineer for the fire protection engineering portions of projects during the planning, designing, directing and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S. Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the fire protection engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the fire protection engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory approaches and solutions to engineering problems. Prepares fire protection engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for part of the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal assistance from higher grade Engineer/Section Chief. Completed assignments are evaluated for technical soundness, and conformance to criteria and policy. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and higher-grade engineers by preparing instructions and guidance for their use in developing designs of the fire protection engineering portions of projects. Serves as an engineer providing support on all fire protection engineering issues. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Assignments will include conventional projects with complex features such as headquarters buildings, housing structures, industrial shops, ports, docks, airfields, hangars, utility plants and systems, and other comparable engineering projects. For the large and complex projects assigned, the work will be conducted with guidance and technical

advice from senior engineers. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Provides fire protection engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Operates government vehicle from/to work locations to conduct the work assignments. Makes field observations, compares findings with contract documents, then provides technical recommendations based on sound engineering judgment. Performs other related or incidental duties as assigned.

**必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:**

**When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

Master's Degree in Engineering or three academic year of graduate education in engineering or must have combination of [Education/License] and [Experience] as indicated below.

[Education/License]: Must be a four year collage or university graduate with specialized education in engineering or process an official engineering license, e.g. Kenchiku Setsubishi (Mechanical/Electrical Engineer 建築設備土免許), Gijutsushi (Consulting Engineer 技術士免許), Professional Engineer (米国 PE), etc. and

[Experience]: Must have at least one year of specialized experience equivalent to BWT-1 Grade-6.

**要求される語学能力級/Required Language Proficiency Level (LPL):**

Language Proficiency Level 2: Average proficiency

**要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:**

1. Must be a four year collage or university graduate with specialized education in engineering or process an official engineering license, e.g. Kenchiku Setsubishi (Mechanical/Electrical Engineer 建築設備土免許), Gijutsushi (Consulting Engineer 技術士免許), Professional Engineer (米国 PE), etc. and.
2. Must have Japanese driver's license.

**要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA):**

1. Comprehensive knowledge of engineering concepts, principles, methods and practices in Mechanical engineering field.
2. Knowledge of computer software such as MS Office Suite to include Word, Excel, Outlook, and Auto-CAD.
3. Must be fluent in Japanese both orally and in writing.
4. Coordination and assertive communication skills, and willingness to develop solutions for problems.

**要求される雇用条件/Required Condition of Employment:**

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to work overtime or temporarily adjust work schedule as needed.
3. Must be able to go on temporary duty (TDY) as needed.
4. Mission-Essential employees as determined by their chain of command, may be required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.
5. Must be able to travel to attend training, meetings or conference, and surveying US funded and Host Nation funded building, including multiple story building and unpaved rough nature environment.

**勤務時間/Work Schedule:** Monday-Friday (40 hours per week)

Shift A: 0700-1545, 0730-1615, 0800-1645 (Recess: 1130-1215, 1145-1230)

Shift B: 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 0830-1730 (Recess: 1130-1230)

**タイムイングレード / Time in Grade (TIG):**

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met

**\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

**応募方法/How to apply:**

必要提出書類を締切日までに1ページ目に記載の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

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|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

- 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan
- 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa
- 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (Army, DLA Energy, or Stars and Stripes)
- 募集組織内に雇用されている従業員 Current employees employed within the Organization

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

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level | 雇用形態/Employment Status:<br><b>Permanent - Full-Time</b>   |
| <b>Engineering Technician (Telecommunications Systems) MLC-544</b>                          | 求人件数/Number of Position(s): <b>1</b>  |
| <b>BWT-1 Grade-7 LPL-4</b>  | 部隊名/Organization (Work Location):<br><b>78th Signal Battalion</b><br><b>S-3, Torii Station [78SBO-31-23]</b><br><b>If you have applied to #41-JESO-24, no need to reapply</b> |

The employee performs Information Technology (IT) and telecommunications systems planning and design and project management. The employee's developed analyses, evaluations, and recommendations in conjunction with the original assignment will be reviewed by the supervisor for potential lessons learned and process improvements. The employee also serves as the HHD IT Management Officer (IMO). Develops and evaluates contracted IT and Telecommunications (IT/TELCOMM) architectural and engineering facilities design plans for connecting new interior and exterior copper and fiber optic cabling to existing USG infrastructures. Transitions completed project to the supporting NEC-Okinawa or to the installation's enterprise network communication (USAF/USN/USMC) departments. Attends meetings by providing USG recommended solutions normally originating at the customers network delivery point connecting to the supporting installation's infrastructure system. Represents the 78th Signal Battalion in meetings by providing approved IT/TELCOMM technical recommendations to GOJ-funded project documentation (e.g., Form 22) and approved designs for Japanese Facility Improvement Program (JFIP), Defense Policy Review Initiative (DPRI) and other local installation projects. Reviews and recommends design objectives, identifies potential network and cybersecurity vulnerabilities and compliancy issues by coordinating solutions with appropriate staff specialists. Examines and analyzes assigned project telecommunication drawings, plans, designs, specifications, exhibits, and provides written IT/TELCOMM weekly reports for leadership awareness and decision. Meetings may include technical discussions with the customer, United States Army Corps of Engineers (USACE), Department of Public Works (DPW), Okinawa Defense Bureau (ODB), other United States Military Services, Government of Japan (GOJ), contractors, and commercial service providers. Coordinates to resolution all 78th Signal Battalion issues resulting from these meetings. Evaluates, recommends, and provides written reports to USG leadership detailing valid Course of Actions for IT/TELCOMM enhancements, upgrades, or relocation of telecommunications facilities and cabling IAW accepted regulations, policies, and best practices. Manages GOJ-funded projects by leading 78th Signal Battalion work center personnel to accomplish specific project management tasks. Analyzes JFIP, DPRI and other local installation project requirements by providing technical specification participation identified through the installation's master planning process, validates IT/TELCOMM requirements by ensuring projects meet technical guidance, cybersecurity compliance, and installation requirements. Analyzes customer IT/TELCOMM requirements by ensuring baseline technical requirements are met with project documentation (e.g., Form 22). Develops and reviews IT/TELCOMM engineering plans, technical proposals, and cost estimates by providing written recommendations to the DAC supervisor. Preforms other related or incidental duties as assigned.

**必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:**

**When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

Must have at least one year specialized experience equivalent to the next lower grade level OR Masters Degree in a related field OR 3 academic year of graduate level education. And, 12 months Time- in-Grade (TIG) at next lower grade (BWT-1 Grade-6) is required.

**要求される語学能力級/Required Language Proficiency Level (LPL):**

Ability to speak, read, and write English at Exceptional English proficiency (LPL-4) is required.

**要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:**

1. Must possess a valid GOJ driver's license (普通自動車免許) and be able to obtain a GOV driver's license.
2. Must have CompTIA Security+ CE or equivalent certification and maintain certification status.

**要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

Coordination and assertive communication skills, and willingness to develop solutions for problems.

**要求される雇用条件/Required Condition of Employment:**

1. Must be able to establish effective professional working relationships with coworkers and customers, contributing to a cooperative working environment and successful accomplishment of the mission.
2. Must complete the appropriate background investigation per DoD Instruction 8500.2 and DoD Directive 5200.2-R.
3. Must sign a statement of acceptance of responsibilities and privileged access.
4. Must be able to work outside of normal duty hours when required/directed.

**勤務時間 / Work Schedule:** Monday-Friday (40 hours per week), 0730-1630 (Recess: 1130-1230)

**\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
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**応募方法/How to apply:**

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|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

- 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan
- 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa
- 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)
- 募集組織内に雇用されている従業員 Current employees employed within the Organization

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level  | 雇用形態/Employment Status:<br><b>Permanent/Full-Time</b>   |
| <b>Engineer (Mechanical) MLC-525</b><br><br><b>BWT-1 Grade-7 LPL-2</b>   | 求人件数/Number of Position(s): <b>1</b>  |
| <p style="text-align: center;">沖縄県外からの応募者のみ<br/>応募書類をメールにてご提出ください。<br/><br/>Applicants from outside of Okinawa may submit the required<br/>documents to the email address below.</p> <p style="text-align: center;"><a href="mailto:usarmy.torii.usajr.mesg.g1-jeso-oki-stff-and-clss@army.mil">usarmy.torii.usajr.mesg.g1-jeso-oki-stff-and-clss@army.mil</a></p> | 部隊名/Organization (Work Location):<br><b>U.S. Army Garrison (USAG) Okinawa,<br/>Directorate of Public Works (DPW)<br/>Engineering Division<br/>(Torii Station)<br/>[PW24-20]</b> |

\*See below CONDITIONS OF EMPLOYMENT

**職務内容/Duties:**

Serves as a Mechanical Engineer responsible for architectural engineering projects for the USAG Okinawa. Perform Mechanical engineering design, site investigation, planning, project management, technical review, specifications, cost engineering or construction management. Provides technical management, oversight, and professional assistance in the execution of architectural engineering design work. Ensures that projects are developed in a manner which allows execution with the most cost-effective design; are designed to be consistent with the user's functional needs; and results in an integrated project considering such factors as existing facility requirements and systems, current codes, technical criteria, energy conservation, policies and all applicable host nation engineering considerations. Continually reviews current operations and programs for development of new and innovative ways to substantially improve quality and customer service and/or reduce design, construction, and construction management costs. Prepares detailed cost estimates and design packages for the negotiation and solicitation of construction contracts for various projects with complex features. Reviews design drawing, calculations, specifications; performs personal inspection of activities, conducts meetings/conferences to discuss design, plans, funding, and priorities. Exercises architectural and engineering knowledge, applying professional principles, methods, techniques, and applications in the evaluation and execution of DPW work processes and performance. Performs project management functions such as coordination, creating scopes of work, scheduling, estimating, budgeting, funding requests, site inspections, etc. to support contracting agencies such as Air Force Contracting Squadron, U.S. Army Corps of Engineers, etc. Responsible for representing PP&CM Branch on a project design team, or acting as a design manager. The team prepares the contract package to utilize various contracting delivery methods, including but not limited to, Request For Proposal (RFP), Indefinite Delivery Indefinite Quantity (IDIQ), Simplified Acquisition of Base Engineer (SABER) and Multiple Award Construction Contracts (MACC). Conducts site visits and coordinates with customers to define/refine the project scope. Provides architectural and engineering design advice to installation managers, customers and contractors on all aspects of facility design and construction planning. Provides schedule updates, and works with team members to ensure that all projects remain on schedule. Maintains liaison with using agencies on contract design requirements. Projects include Sustainment, Restoration, and Modernization (S/RM), Operation

Maintenance Army funded (OMA), Reimbursable, and Non-Appropriated Fund (NAF) projects, which are complicated by changing situations, user requirements, and host nation considerations. Classifies work categories, and ensure that statutory financial limitations are strictly followed. Prepares the meeting minutes and reports concerning various architectural and engineering actions. The work requires in-depth Japanese and U.S. architectural and engineering knowledge and skills in dealing with progressively difficult and/or varied situations or newly developed systems or projects. Makes recommendations as necessary to assume sound economic engineering state-of-art designs, meeting mission requirements, and conformance with directive and regulations governing facility operation to minimize future maintenance and repair problems. Responsible for all post-design project efforts. Reviews contractor submittals for compliance with contract documents. Participates in pre-bid surveys, pre-construction meetings and construction-related inspections. During final inspection, confirms and verifies performance of architectural and engineering systems and assist with determining project acceptance. Provides technical assistance to Contracting personnel, and assists in resolving contract changes. Reviews contractor proposals to identify errors or omissions. Participates in contract negotiations (when necessary) to ensure that all bidders understand project scope of work. Assists construction inspectors by providing them solutions to problems which may arise during construction. Provides technical assistance to other DPW divisions and customers to identify and solve architectural and engineering problems. Assists with preparation of documents to establish/renew miscellaneous contracts. Conducts design reviews for projects being executed by others (i.e. proprietary approval, JED, DPRI/FIP, etc.) and comment as necessary. Develops technical findings and recommendations defending the command's position on critical/adverse issues presented by engineers at higher echelons, manufactures, contractors, other agencies, GOJ and local governments. Represents the command in negotiations with engineers from the GOJ, Corps of Engineers, other military services and agencies, local government and communities to resolve critical/controversial aspects of engineering projects and issues. Creates, revises, and updates reoccurring service contracts in conjunction with the needs of the Garrison and other supported facilities to include performance work statements, contracts, estimates, schedules, and funding efforts. Performs other duties as assigned.

**必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:**

**When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

At least one year of specialized experience equivalent to the next lower grade level OR Master's Degree in Engineering OR Three (3) academic year of graduate education in engineering OR Must have combination of Education/License and Experience as indicated below. And, 1 year Time-in-Grade (TIG) at next lower grade.

Must have combination of [Education/License] and [Experience] as indicated below:

**Education/License] Must be a four (4) year college or university graduate with specialized education in Mechanical Engineering OR Possess an official engineering license of Kenchiku Setsubishi (Consulting Engineer for Mechanical (建築設備土免許-機械), Professional Engineer (技術士免許), Construction Management Engineer 1st (一級管工事施工管理技士免許) etc.**

**要求される語学能力級/Required Language Proficiency Level (LPL):**

Ability to speak, read and write English at Average proficiency level (LPL-2) is required.

**要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:**

Must have a valid GOJ driver's license (普通自動車運転免許) and be able to obtain GOV driver's license.

**要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

1. Good communication skills in English and Japanese.
2. Must have good computer skills (CAD, Windows, MS Office, etc.).
3. Sufficient work experience with coordination skill used in US military installations to lead other architects/engineers.

**要求される雇用条件/Required Condition of Employment (COE)**

1. **Transfer (Relocation Cost) may be paid.**
2. Must be able to work overtime or temporarily adjust work schedule as needed.

3. Must be able to travel (TDY) as needed.
4. Must be able to work both indoors and outdoors in excessive heat, cold and humidity.
5. Must be able to climb, use of legs and arms.
6. Must be able to perform moderate lifting and carrying (15-44 lbs).

**勤務時間/Work Schedule:** Monday-Friday (40 hours per week) 0700-1545 (Recess: 1130-1215)

**\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above

**応募方法/How to apply:**

必要提出書類を締切日までに指定の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of the designated drop boxes. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

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| 在日米陸軍 日本人事事務所 沖縄 求人案内<br>U.S. Army Japan Japanese Employment Services Office Okinawa<br>Vacancy Announcement for Local National Positions | 空席広報番号/Announcement Number<br><b>2-JESO-26</b>   |
|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

- 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan
- 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa
- 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)
- 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

Current USFJ employees who are outside the area of consideration will not be considered.

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level  | 雇用形態/Employment Status:<br><b>Permanent/Full-Time</b>  |
| <b>Engineer (Civil) MLC-525</b>  | 求人件数/Number of Position(s): <b>1</b>   |
| <b>BWT-1 Grade-7 LPL-2</b>   | 部隊名/Organization (Work Location):<br><b>U.S. Army Garrison (USAG) Okinawa</b><br><b>Directorate of Public Works (DPW)</b><br><b>Engineering Division</b><br><b>(Torii Station)</b><br><b>[PW23-06]</b> |
| <p style="text-align: center;"><b>沖縄県外からの応募者のみ</b><br/><b>応募書類をメールにてご提出ください。</b></p> <p style="text-align: center;"><b>Applicants from outside of Okinawa may submit the required documents to the email address below.</b></p> <p style="text-align: center;"><b><a href="mailto:usarmy.torii.usajr.mesg.g1-jeso-oki-stff-and-ciss@army.mil">usarmy.torii.usajr.mesg.g1-jeso-oki-stff-and-ciss@army.mil</a></b></p> |  |

\*See below CONDITIONS OF EMPLOYMENT

職務内容/Duties:

Serves as a Civil Engineer responsible for architectural engineering projects for the USAG Okinawa. Perform civil engineering design, site investigation, planning, project management, technical review, specifications, cost engineering or construction management. Provides technical management, oversight, and professional assistance in the execution of architectural engineering design work. Ensures that projects are developed in a manner which allows execution with the most cost-effective design; are designed to be consistent with the user's functional needs; and results in an integrated project considering such factors as existing facility requirements and systems, current codes, technical criteria, energy conservation, policies and all applicable host nation engineering considerations. Continually reviews current operations and programs for development of new and innovative ways to substantially improve quality and customer service and/or reduce design, construction, and construction management costs. Prepares detailed cost estimates and design packages for the negotiation and solicitation of construction contracts for various projects with complex features. Reviews design drawing, calculations, specifications; performs personal inspection of activities, conducts meetings/conferences to discuss design, plans, funding, and priorities. Exercises architectural and engineering knowledge, applying professional principles, methods, techniques, and applications in the evaluation and execution of DPW work processes and performance. Performs project management functions such as coordination, creating scopes of work, scheduling, estimating, budgeting, funding requests, site inspections, etc. to support contracting agencies such as Air Force Contracting Squadron, U.S. Army Corps of Engineers, etc. Responsible for representing PP&CM Branch on a project design team or acting as a design manager. The team prepares the contract package to utilize various contracting delivery methods, including but not limited to, Request for Proposal (RFP), Indefinite Delivery Indefinite Quantity (IDIQ), Simplified Acquisition of Base Engineer (SABER) and Multiple Award Construction Contracts (MACC). Conducts site visits and coordinates with customers to define/refine the project scope. Provides architectural and engineering design advice to installation managers, customers and contractors on all aspects of facility design and construction planning. Provides schedule updates and works with team members to ensure that all projects remain on schedule. Maintains liaison with using agencies on contract design requirements. Projects include Sustainment, Restoration, and Modernization (S/RM), Operation

Maintenance Army funded (OMA), Reimbursable, and Non-Appropriated Fund (NAF) projects, which are complicated by changing situations, user requirements, and host nation considerations. Classifies work categories and ensure that statutory financial limitations are strictly followed. Prepares the meeting minutes and reports concerning various architectural and engineering actions. The work requires in-depth Japanese and U.S. architectural and engineering knowledge and skills in dealing with progressively difficult and/or varied situations or newly developed systems or projects. Makes recommendations as necessary to assume sound economic engineering state-of-art designs, meeting mission requirements, and conformance with directive and regulations governing facility operation to minimize future maintenance and repair problems. Responsible for all post-design project efforts. Reviews contractor submittals for compliance with contract documents. Participates in pre-bid surveys, pre-construction meetings and construction-related inspections. During final inspection, confirms and verifies performance of architectural and engineering systems and assist with determining project acceptance. Provides technical assistance to Contracting personnel and assists in resolving contract changes. Reviews contractor proposals to identify errors or omissions. Participates in contract negotiations (when necessary) to ensure that all bidders understand project scope of work. Assists construction inspectors by providing them solutions to problems which may arise during construction. Provides technical assistance to other DPW divisions and customers to identify and solve architectural and engineering problems. Assists with preparation of documents to establish/renew miscellaneous contracts. Conducts design reviews for projects being executed by others (i.e. proprietary approval, JED, DPR/FIP, etc.) and comment as necessary. Develops technical findings and recommendations defending the command's position on critical/adverse issues presented by engineers at higher echelons, manufactures, contractors, other agencies, GOJ and local governments. Represents the command in negotiations with engineers from the GOJ, Corps of Engineers, other military services and agencies, local government and communities to resolve critical/controversial aspects of engineering projects and issues. Creates, revises, and updates reoccurring service contracts in conjunction with the needs of the Garrison and other supported facilities to include performance work statements, contracts, estimates, schedules, and funding efforts. Performs other duties as assigned.

**必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:**

**When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

At least one year of specialized experience equivalent to the next lower grade level OR Master's Degree in Engineering OR Three (3) academic year of graduate education in engineering OR Must have combination of Education/License and Experience as indicated below. And, 1 year Time-in-Grade (TIG) at next lower grade.

Must have combination of [Education/License] and [Experience] as indicated below:

**Education/License] Must be a four (4) year college or university graduate with specialized education in Civil Engineering OR possess an official engineering license, e.g., Registered Civil Engineer Consulting Manager (RCCM), or 1st or 2nd Class Construction Management Engineer (一級、又は、二級土木施工管理技士), Professional / Consulting Engineer (技術士免許).**

**要求される語学能力級/Required Language Proficiency Level (LPL):**

Ability to speak, read and write English at Average proficiency level (LPL-2) is required.

**要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:**

Must have a valid GOJ driver's license (普通自動車運転免許) and be able to obtain GOV driver's license.

**要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

1. Transfer (Relocation Cost) may be paid.
2. Good communication skills in English and Japanese.
3. Must have good computer skills (CAD, Windows, MS Office, etc.).
4. Sufficient work experience with coordination skill used in US military installations to lead other architects/engineers.

**要求される雇用条件/Required Condition of Employment (COE)**

1. Must be able to work overtime or temporarily adjust work schedule as needed.

2. Must be able to travel (TDY) as needed.
3. Must be able to work both indoors and outdoors in excessive heat, cold and humidity.
4. Must be able to climb, use of legs and arms.
5. Must be able to perform moderate lifting and carrying (15-44 lbs.)

**勤務時間/Work Schedule:** Monday-Friday (40 hours per week): 0700-1545 (Recess: 1130-1215)

**\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
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**応募方法/How to apply:**

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|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level  | 雇用形態/Employment Status:<br><b>Permanent/Full-Time</b>  |
| <b>Engineer (Architectural) MLC-525</b>  | 求人件数/Number of Position(s): <b>1</b>   |
| <b>BWT-1 Grade-7 LPL-2</b>   | 部隊名/Organization (Work Location):<br><b>U.S. Army Garrison (USAG) Okinawa</b><br><b>Directorate of Public Works (DPW)</b><br><b>Engineering Division</b><br><b>(Torii Station)</b><br><b>[PW24-49]</b> |
| <p style="text-align: center;"><b>沖縄県外からの応募者のみ</b><br/><b>応募書類をメールにてご提出ください。</b></p> <p style="text-align: center;"><b>Applicants from outside of Okinawa may submit the required documents to the email address below.</b></p> <p style="text-align: center;"><b><a href="mailto:usarmy.torii.usajr.mesg.g1-jeso-oki-stff-and-ciss@army.mil">usarmy.torii.usajr.mesg.g1-jeso-oki-stff-and-ciss@army.mil</a></b></p> |  |

\*See below CONDITIONS OF EMPLOYMENT

**職務内容/Duties:**

Serves as an Architectural Engineer responsible for architectural engineering projects for the USAG Okinawa. Perform architectural engineering design, site investigation, planning, project management, technical review, specifications, cost engineering or construction management. Provides technical management, oversight, and professional assistance in the execution of architectural engineering design work. Ensures that projects are developed in a manner which allows execution with the most cost-effective design; are designed to be consistent with the user's functional needs; and results in an integrated project considering such factors as existing facility requirements and systems, current codes, technical criteria, energy conservation, policies and all applicable host nation engineering considerations. Continually reviews current operations and programs for development of new and innovative ways to substantially improve quality and customer service and/or reduce design, construction, and construction management costs. Prepares detailed cost estimates and design packages for the negotiation and solicitation of construction contracts for various projects with complex features. Reviews design drawing, calculations, specifications; performs personal inspection of activities, conducts meetings/conferences to discuss design, plans, funding, and priorities. Exercises architectural and engineering knowledge, applying professional principles, methods, techniques, and applications in the evaluation and execution of DPW work processes and performance. Performs project management functions such as coordination, creating scopes of work, scheduling, estimating, budgeting, funding requests, site inspections, etc. to support contracting agencies such as Air Force Contracting Squadron, U.S. Army Corps of Engineers, etc. responsible for representing PP&CM Branch on a project design team or acting as a design manager. The team prepares the contract package to utilize various contracting delivery methods, including but not limited to, Request for Proposal (RFP), Indefinite Delivery Indefinite Quantity (IDIQ), Simplified Acquisition of Base Engineer (SABER), and Multiple Award Construction Contracts (MACC). Conducts site visits and coordinates with customers to define/refine the project scope. Provides architectural and engineering design advice to installation managers, customers and contractors on all aspects of facility design and construction planning. Provides schedule updates and works with team members to ensure that all projects remain on schedule. Maintains liaison with using agencies on contract design requirements. Projects include Sustainment, Restoration, and Modernization (S/RM), Operation

Maintenance Army funded (OMA), Reimbursable, and Non-Appropriated Fund (NAF) projects, which are complicated by changing situations, user requirements, and host nation considerations. Classifies work categories and ensure that statutory financial limitations are strictly followed. Prepares the meeting minutes and reports concerning various architectural and engineering actions. The work requires in-depth Japanese and U.S. architectural and engineering knowledge and skills in dealing with progressively difficult and/or varied situations or newly developed systems or projects. Makes recommendations as necessary to assume sound economic engineering state-of-art designs, meeting mission requirements, and conformance with directive and regulations governing facility operation to minimize future maintenance and repair problems. Responsible for all post-design project efforts. Reviews contractor submittals for compliance with contract documents. Participates in pre-bid surveys, pre-construction meetings and construction-related inspections. During final inspection, confirms and verifies performance of architectural and engineering systems and assist with determining project acceptance. Provides technical assistance to Contracting personnel and assists in resolving contract changes. Reviews contractor proposals to identify errors or omissions. Participates in contract negotiations (when necessary) to ensure that all bidders understand project scope of work. Assists construction inspectors by providing them solutions to problems which may arise during construction. Provides technical assistance to other DPW divisions and customers to identify and solve architectural and engineering problems. Assists with preparation of documents to establish/renew miscellaneous contracts. Conducts design reviews for projects being executed by others (i.e. proprietary approval, JED, DPR/FIP, etc.) and comment as necessary. Develops technical findings and recommendations defending the command's position on critical/adverse issues presented by engineers at higher echelons, manufactures, contractors, other agencies, GOJ and local governments. Represents the command in negotiations with engineers from the GOJ, Corps of Engineers, other military services and agencies, local government and communities to resolve critical/controversial aspects of engineering projects and issues. Creates, revises, and updates reoccurring service contracts in conjunction with the needs of the Garrison and other supported facilities to include performance work statements, contracts, estimates, schedules, and funding efforts. Performs other duties as assigned.

**必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:**

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At least one year of specialized experience equivalent to the next lower grade level OR Master's Degree in Engineering OR Three (3) academic year of graduate education in engineering OR Must have combination of Education/License and Experience as indicated below. And, 1 year Time-in-Grade (TIG) at next lower grade.

Must have combination of [Education/License] and [Experience] as indicated below:

**Education/License] Must be a four (4) year college or university graduate with specialized education in Architectural Engineering OR possess an official engineering license; 1st or 2nd Architectural Engineering (一級または二級建築士免許) OR Kenchiku Setsubishi (Consulting Engineer (建築設備士免許).**

**要求される語学能力級/Required Language Proficiency Level (LPL):**

Ability to speak, read and write English at Average proficiency level (LPL-2) is required.

**要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:**

Must have a valid GOJ driver's license (普通自動車運転免許) and be able to obtain GOV driver's license.

**要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)**

1. Good communication skills in English and Japanese.
2. Must have good computer skills (CAD, Windows, MS Office, etc.).
3. Sufficient work experience with coordination skill used in US military installations to lead other architects/engineers.

**要求される雇用条件/Required Condition of Employment (COE)**

1. **Transfer (Relocation Cost) may be paid.**
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5. Must be able to climb, use of legs and arms.
6. Must be able to perform moderate lifting and carrying (15-44 lbs.)

**勤務時間/Work Schedule:** Monday-Friday (40 hours per week): 0700-1545 (Recess: 1130-1215)

**\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
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**応募方法/How to apply:**

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|   | 募集期間/Opening Period<br><b>14-20 January 2026</b> |

募集可能従業員/Area of Consideration:

- 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan
- 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa
- 沖縄県内の在日米陸軍 日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)
- 募集組織内に雇用されている従業員 Current employees employed within the Organization.

該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。

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| 職種名・職種番号・基本給表・等級・語学能力級<br>Job Title, Job Number, BWT, Grade, and Language Proficiency Level | 雇用形態/Employment Status:<br><b>Permanent/Full-Time</b>  |
| <b>Engineering Technician (Mechanical) MLC-384</b><br><b>BWT-1 Grade-6 LPL-2</b>            | 求人件数/Number of Position(s): <b>1</b>   |
| <b>Engineer (Mechanical) MLC-525</b><br><b>BWT-1 Grade-7 LPL-2</b>                          | 部隊名/Organization (Work Location):<br><b>U.S. Army Corps of Engineers</b><br><b>Japan District</b><br><b>Okinawa Engineering Design Branch</b><br><b>(Camp Foster)</b><br><b>[OM-29-24]</b> |

**This position may be filled at 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant.**

**沖縄県外からの応募者のみ  
応募書類をメールにてご提出ください。**

**Applicants from outside of Okinawa may submit the required documents to the email address below.**

**[usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil](mailto:usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil)**

\*See below CONDITIONS OF EMPLOYMENT

**職務内容/Duties:**

This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.

**BWT-1 Grade-6** (Trainee Level): Under the closer than normal supervision of the supervisor or senior engineers, the incumbent serves as a trainee, performs technician type engineering work in **Mechanical** engineering and completes specifically assigned tasks regarding routine and recurring duties described in the target position's PD [Engineer (Mechanical), MLC-525 BWT-1 Grade-7 LPL-2], and other related and/or incidental duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers.

**BWT-1 Grade-7** (Full-Performance level): Serves as a full performance level professional engineer for the mechanical engineering portions of projects during the planning, designing, and construction stages. Works under the general supervision of Section Chief, Engineering Division, U.S. Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the mechanical engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest

developments and technical publications in the mechanical engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory approaches and solutions to engineering problems. Prepares mechanical engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for part of the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal assistance from higher grade Engineer/Section Chief. Completed assignments are evaluated for technical soundness, and conformance to criteria and policy. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and higher grade engineers by preparing instructions and guidance for their use in developing designs of the mechanical engineering portions of projects. Serves as an engineer providing support on all mechanical engineering issues. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Assignments will include conventional projects with complex features such as headquarters buildings, housing structures, industrial shops, ports, docks, airfields, hangars, utility plants and systems, and other comparable engineering projects. For the large and complex projects assigned, the work will be conducted with guidance and technical advice from senior engineers. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Provides mechanical engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Makes field observations, compares findings with contract documents, then provides technical recommendations based on sound engineering judgment. Performs other duties as assigned.

**必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:**

**When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

Must have combination of [Education/License] and [Experience] as indicated below:

**BWT-1 Grade-6:**

Must have at least one 1 year of specialized experience in Mechanical Engineering equivalent to BWT-1 Grade-5. And, 1 year Time-in-Grade (TIG) at next lower grade.

**BWT-1 Grade-7:**

Must have at least 1 year of specialized experience in Mechanical Engineering equivalent to BWT-1 Grade-6. And, 1 year Time-in-Grade (TIG) at next lower grade.

Must have combination of [Education/License] and [Experience] as indicated below:

**[Education/License]** Must be a four (4) year college or university graduate with specialized education in Mechanical Engineering OR possess an official engineering license, [e.g., Kenchiku Setsubishi (Consulting Engineer for Mechanical (建築設備土免許 (機械)), Professional Engineer (技術士免許), Construction Management Engineer 1st (1 級管工事施工管理技士免許) etc.]

**[Experience]** Must have at least one (1) year of specialized experience\*\* equivalent to BWT-1 Grade-6.

**要求される語学能力級/Required Language Proficiency Level (LPL):**

**BWT-1 Grade-6:**

Ability to speak, read, and write English and Japanese at Average proficiency level (LPL-2) is required.

**BWT 1 Grade-7:**

Ability to speak, read, and write English and Japanese at Average proficiency level (LPL-2) is required.

**要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:**

Must have a valid GOJ driver's license (普通自動車運転免許) and be able to obtain GOV driver's license.

**要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA):**

1. Comprehensive knowledge of engineering concepts, principles, methods and practices in Mechanical engineering field.
2. Coordination and assertive communication skills, and willingness to develop solutions for problems.
3. Must have experience in Mechanical engineering design and review.
4. Must have experience with standard office computer software, Microsoft Office, Adobe, etc.

**要求される雇用条件/Required Condition of Employment:**

1. Must be able to go on temporary duty (TDY).
2. Must be available for overtime as necessary.

**勤務時間/Work Schedule:** Monday-Friday (40 hours per week)

Shift A: 0700-1545, 0730-1615, 0800-1645 (Recess: 1130-1215, 1145-1230)

Shift B: 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 0830-1730 (Recess: 1130-1230)

**\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):**

- 事前質問票/ Pre-Employment Inquiries
- 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- 職務経歴書/ Resume of Work Experience
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above.

**応募方法/How to apply:**

必要提出書類を締切日までに1ページ目に記載の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes/location mentioned in page 1. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.