

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
8-JESO-26

(2026年2月25～3月3日)

Announcement period is from 25 February to 3 March 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の求人に関しま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

応募書類を全てそろえて、トリステーション正門（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 Job title | | 職場 Organization | BWT-等級 BWT-GR | 語学 LPL | 契・協約 Contract Agreement | 提示日 Open Since |
|---|-------------------------------------|---------------------------------|-----------------------|-----------------|-------------------------------|-------------------|
| Employment/Staffing Technician 雇用／配置専門職 | [JESO-3-26] | U.S. Army Japan G-1 JESO | 1-6 | 3 | MLC | 2/25/2026 |
| Cargo Control Specialist 貨物調整専門職 | [835-PA-25-19] | 835th Trans Bn | 1-4 | 2 | MLC | 2/25/2026 |
| MWR Program Aid 福利厚生プログラム補助職 | [MWR-26-17] | USAG Okinawa DFMWR | 1-3 | 2 | MLC | 2/25/2026 |
| Banquet Manager 宴会係マネージャー | [MWR-26-19] | USAG Okinawa DFMWR | 1-4 | 2 | IHA | 2/25/2026 |
| Accounting Technician 会計技術職 | [MWR-26-19] LTE NTE 8/25/2026 | USAG Okinawa DFMWR | 1-4 | 2 | MLC | 2/25/2026 |
| Ground Electronic Mechanic 地上電子機械工 | [PW25-46] | USAG Okinawa DPW | 2-8 | 1 | MLC | 2/18/2026 |
| Travel Clerk 旅行係事務職 | [LRC-026-26] LTE NTE 4/30/2026 | 403d AFSB LRC Okinawa | 1-4 | 3 | MLC | 2/11/2026 |
| Interpreter-Translator 通訳－翻訳職 | [OM-11-26] LTE NTE 1 Year | U.S. Army Corps of Engineers | 1-6 | 4 | MLC | 2/11/2026 |
| Engineering Technician (Civil) エンジニア（土木）＊ | [OM-22-22] | U.S. Army Corps of Engineers | 1-5 (1-6) (1-7) | 2 (2) (2) | MLC | 2/4/2026 |
| Personnel Clerk 人事事務職 | [JESO-4-25] LTE NTE 1/6/2027 | USARJ G-1 CPD JESO | 1-4 | 2 | MLC | 2/4/2026 |
| Engineering Technician (General) エンジニアリング専門職（一般） | [PW-26-12] | USAG Okinawa DPW | 1-6 | 3 | MLC | 2/4/2026 |
| Communications Cable Splicer 通信ケーブル接続工 | [78SBO-9-26] | 78th Sig Bn USANEC | 2-8 | 2 | MLC | 1/28/2026 |
| Automotive Equipment Inspector 自動車装置検査工 ＊ | [LRC-049-22] | 403d AFSB LRC Okinawa | 2-8 (2-9) | 1 (2) | MLC | 12/17/2025 |
| Storage Specialist 保管専門職 | [ADO-PA-16-25] LTE NTE 3/31/2026 | 10th SG Ammo Depot. | 1-5 | 2 | MLC | 12/3/2025 |
| Engineer (Civil) エンジニア（土木） | [OM-23-25] | U.S. Army Corps of Engineers | 1-8 | 2 | MLC | 9/24/2025 |
| Forklift Operator Foreman B フォークリフト運転手（フォーマン B） | [ADO-PA-06-25] | 10th SG Ammo Depot. | 2-8 | 2 | MLC | 9/3/2025 |
| Engineering Technician (Mechanical) エンジニアリング専門職（機械）＊ | [OM-26-25] | U.S. Army Corps of Engineers | 1-6 (1-7) | 2 (2) | MLC | 7/30/2025 |
| Engineer (Civil) エンジニア（土木） | [OM-15A-23] LTE NTE 2-Year | U.S. Army Corps of Engineers | 1-8 | 2 | MLC | 6/25/2025 |
| Engineer (Civil) エンジニア（土木） | [OM-19-25] | U.S. Army Corps of Engineers | 1-8 | 2 | MLC | 6/18/2025 |
| Engineer Technician (Architectural) エンジニアリング専門職（建築）＊ | [OM-51-24] | U.S. Army Corps of Engineers | 1-5 (1-6) (1-7) | 2 (2) (2) | MLC | 5/7/2025 |

| | | | | | | |
|--|----------------------|---------------------------------|--------------|----------|-----|------------|
| Engineering Technician (Electrical) エンジニアリング専門職（電子）* | [OM-52-24] | U.S. Army Corps of Engineers | 1-6 (1-7) | 2 (2) | MLC | 1/22/2025 |
| Engineering Technician (Electrical) エンジニアリング専門職（電子）* | [OM-05-25] | U.S. Army Corps of Engineers | 1-6 (1-7) | 2 (2) | MLC | 1/22/2025 |
| Engineer (General) エンジニア（一般） | [PW-21-40] | USAG Okinawa DPW | 1-7 | 2 | MLC | 1/15/2025 |
| Engineer (Fire Protection) エンジニア（消防） | [OM-01-25] | U.S. Army Corps of Engineers | 1-7 | 2 | MLC | 12/11/2024 |
| Engineering Technician (Telecommunications Systems) エンジニアリング専門職（テレコム） | [78SBO-31-23] | 78th Signal Battalion, S3 | 1-7 | 4 | MLC | 12/11/2024 |
| Engineer (Mechanical) エンジニア（機械） | [PW24-20] | USAG Okinawa DPW | 1-7 | 2 | MLC | 8/28/2024 |
| Engineer (Civil) エンジニア（土木） | [PW23-06] | USAG Okinawa DPW | 1-7 | 2 | MLC | 8/28/2024 |
| Engineer (Architectural) エンジニア（建築） | [PW24-49] | USAG Okinawa DPW | 1-7 | 2 | MLC | 8/28/2024 |
| Engineering Technician (Mechanical) エンジニアリング専門職（機械）* | [OM-29-24] | U.S. Army Corps of Engineers | 1-6 (1-7) | 2 (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.usarj.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. トリステーション、在日米陸軍人事務所建物 (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 Prior to 8 Feb 16 | ALCPT After 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 Prior to 8 Feb 16 | ALCPT After 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 |

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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| <p>在日米陸軍 日本人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions</p> | <p>空席広報番号/Announcement Number 08-JESO-26</p> <p>募集期間/Opening Period 25 February – 3 March 2026</p> |
| <p>募集可能従業員/Area of Consideration:</p> <p><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</p> <p><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</p> <p><input checked="" type="checkbox"/> 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)</p> <p><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.</p> <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。 Current USFJ employees who are outside the area of consideration will not be considered.</p> | |
| <p>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</p> <p>Employment/Staffing Technician MLC-499 BWT-1 Grade-6 LPL-3</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status Permanent/Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location) USARJ G-1 CPD JESO Okinawa (Torii Station) [JESO-3-26]</p> |
| <p>職務内容/Duties</p> <p>Works under the general supervision of Lead, Japanese Employment Services Office (JESO) Okinawa, who outlines the goals, objectives, priorities, deadlines, and mission. Receives the guidance when dealing with unusual situations that do not have clear precedents. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise in accordance with instructions, policies, or accepted practices, coordinating the work with others as necessary. Keeps the supervisor informed of progress and potentially controversial matters. Completed work is evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Independently performs the full range of actions and procedures for recruitment (selection and placement) of Japanese Personnel, both Master Labor Contract (MLC) and Indirect Hire Agreement (IHA). Assists and advises managers in planning for staffing projected organizations. The actions and procedures include; a) Conducting job analysis and interviews with managers to determine knowledge, skills and abilities (KSA) and other special considerations and conditions required for successful performance of the duties assigned to the positions. Developing a crediting plan to rate applicants against the criteria, as needed. Convening subject matter experts (SME) to gather information for establishment of appropriate qualification standards and proper rating depending on necessity of each recruitment case. b) Preparing and developing various ways to recruit positions through strategic recruitment discussions (SRD) with managers/supervisors. In coordination with serviced Labor Management Organization for USFJ Employees, Incorporated Administrative Agency (LMO, IAA) and local Defense Offices (DO), representative of Government of Japan (GOJ), conducting visits to vocational training schools and colleges/universities, job fairs and other promotion actions for recruitment. Researching and analyzing available recruitment sources such as Public Employment Security Office under Health, Labor and Welfare Ministry of Japan, Human Resources Bank, variety of commercial recruitment contractors to collect and provide good pool of applicants for selection. c) Independently initiating vacancy announcements reflecting qualifications and requirements in trainings, education, licenses, certificates to comply with the regulations and to publicize the announcement information in an effective manner. Screening each application and carefully evaluating KSA of each applicant to determine the experience and/or education is creditable and to find if the applicant meets Time in Grade (TIG), Minimum Qualification Standards (MQS), and other qualification required for the position. After determining all applicant's qualification for the position to be recruited, maintaining individual record of rating and issuing referral lists of applicants qualified and eligible for selection. Participating in the process of selection for key positions. d) Making a job offer and obtaining commitment from the applicant selected. Coordinating with LMO for preliminary procedures and generating a personnel action for hire and placement. Coordinating with the</p> | |

selecting official and/or the Civilian Personnel Office, if needed, as in determination of effective date, wage, and other employment conditions to comply with the procedure set forth in the pertinent contract/agreement. e) Maintains as liaison with agencies of GOJ such as LMO/DO/DB and personnel offices of USFJ installations for smooth transaction of recruitment. f) Operates government vehicle from/to work locations to conduct work assignments. Independently executes every kind of personnel action and/or assists and provides guidance to the activities to fulfill their needs in personnel actions, and logs them. Serves as the POC for personnel action with local nationals and facilitates its completion. Reviews, interprets, and applies Master Labor Contract (MLC), Mariner's Contract (MC), and Indirect Hire Agreement (IHA), USARJ/USAG-J and USFJ policies, Japanese Labor Standard Law and other directives in administrating local nationals program. Provides managers as well as employees with technical and administrative guidance on all aspects of employment and pertinent regulations. Counsels employees and advises managers to administer special actions to include reduction-in-force, elimination of positions, and priority placement. Maintains local employee database system and Defense Civilian Personnel Data System (DCPDS), and updates them for accuracy. Prepares and customizes employee data reports as requested. Collects and analyzes the data utilizing various applications for management's needs. Performs work involved in the PD update at the time of recruitment. Assists managers/supervisors in updating and modifying PD to ensure it reflects required information pertain to the positions. Processes Personnel Work Order (USFJ Form 31EJ) for a vacant position to be filled and for Post Retirement Employment (PRE) actions. Reviews, compares, and analyzes the duties of PD submitted from the organization to verify if duties comply with the Job Definition used for the position. Asks management inquires when detecting noticeable changes in the new PD for clarification. Requests for newest organization chart to verify if the position is properly assigned to the organization that aligns with the organization's position structure. Verifies the language proficiency level (LPL) and provides guidance to the management when they request to make a change to the LPL assigned to the PD. Refers to unusual, unprecedented, or questionable duty matters to Zama Classification for clarifications (e.g., accretion of duties, re-descriptions, position reviews, impact of the person on the job). Files and maintains such documents as PD, Organization chart, diagrams, and technical publications in accordance with Army Regulations. Perform other related or incidental 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-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

1. Must have Japanese driver's license.
2. 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. Knowledge of a wide range of methods, principles, and practices commonly used in the staffing, recruitment, and classification process.
2. Knowledge of the organizations programs and operations as well as knowledge of the regulations, and directives governing the assigned function.
3. Knowledge of customer support principles sufficient to receive, respond to, and ensure resolution of problems.
4. Skill in evaluating and analyzing organizational structures, staffing needs, and recruiting qualified candidates.
5. Skill in the use of a variety of automated equipment and applications, including word processing, spreadsheet, and database applications.

6. Ability to communicate effectively (both orally and in writing) to individuals and groups to present explanations of complex human resources programs, policies, and procedures.
7. Ability to interact tactfully, effectively and appropriately with a wide variety of people to resolve difficulties while complying with regulations, procedures, and mission requirements.
8. Ability to maintain positive work atmosphere while achieving performance expectations.

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

1. Must be available to complete training as required.
2. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
3. Must be able to work overtime or temporarily adjust work schedule as needed.
4. Must be able to go on temporary duty (TDY) as needed.
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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| <p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions</p> | <p>空席広報番号/Announcement Number 08-JESO-26</p> <p>募集期間/Opening Period 25 February – 3 March 2026</p> |
| <p>募集可能従業員/Area of Consideration:</p> <p><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</p> <p><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</p> <p><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)</p> <p><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.</p> <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。 Current USFJ employees who are outside the area of consideration will not be considered.</p> | |
| <p>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</p> <p>Cargo Control Specialist MLC-255 BWT-1 Grade-4 LPL-2</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status: Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): 835th U.S. Army Transportation Battalion (Naha Port) [835-PA-25-19]</p> <p>If you have applied to 4-JESO-26, no need to reapply.</p> |
| <p>職務内容/Duties</p> <p>Works under the general supervision of the Global Air Transportation Execution System (GATES) Branch Supervisory Traffic Coordinator. Traffic Coordinators within the GATES Branch, Ocean Cargo Booking Office (OCBO) will assign and assist with daily tasks. Routine work is performed independently following set procedures and situations not covered by instructions will be referred to the supervisor. Completed tasks are reviewed by the supervisor in accordance with assigned direction. Supports OCBO Traffic Coordinators in the execution of daily duties. Ensures booking files are current and complete. Creates Export Traffic Release (ETR) in Integrated Booking System (IBS). Processes required Defense Transportation System (DTS) cargo documents such as Transportation Control and Movement Document (DD FORM 1384) and provides necessary information for additional documentation. Reviews advance cargo offerings and verifies for accuracy and correctness. Ensures all booking procedures are complied with and followed. Ensures that transportation documentation complies with the Defense Transportation Regulation (DTR) and other directives. Maintains records of all cargo booked for later movement. Edits shipping information on Shipper's Transportation Control and Movement Documents (TCMD) and makes necessary corrections when directed by the shipper. Creates, updates, calculates, transmits, and prints a wide range of transportation documents in final forms. Coordinates the movement of such items within interrelated activities. Ensure that contractual obligations are complied with and that all required reports are prepared and submitted. Issues the Container Clearance Worksheet (Load list) for outbound vessel departing Aja Commercial Port. Provides container delivery and routing instruction to ocean carrier or their agents. Provides container delivery and routing instructions to ocean carrier or their agents. Checks for receipt of cargo port calls, and relays information for documentation and subsequent notification to shippers. Coordinates load planning with stuffing activities to optimize container utilization and meet required delivery dates. Prepare and submit OCBO weekly report. Performs other related or incidental duties as assigned.</p> | |
| <p>必要応募資格基準/Minimum Qualification Standards (MQS) Requirement</p> | |

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.

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

1. Must have Japanese driver's license.
2. Should be able to successfully complete a variety of hazardous materials classes, such as HAZMAT AMMO-62. Work assignments involve a thorough knowledge of hazardous material documentation.

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

1. Good understanding of English, speaking, reading and writing.
2. Knowledge of the Defense Transportation Regulation (DTR), Volume II, DOD 4500.9-R.
3. Knowledge of Transportation Control and Movement Documents (TCMD) system.
4. Working knowledge of documents required by the Defense Transportation System (DTS).
5. Working knowledge of the Global Air Transportation Execution System (GATES).
6. Knowledge of the Military Surface Deployment and Distribution Command (SDDC) Universal Services Contract.
7. Skill set required for using Microsoft Office (Power Point, Word, and Excel).
8. Knowledge of Integrated Booking System (IBS).
9. Knowledge of MILSTAMP.
10. Knowledge of Record Management System.

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. 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

Designated Rest Days: Saturday and Sunday

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 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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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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| <p>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</p> <p>MWR Program Aid MLC-186</p> <p>BWT-1 Grade-3 LPL-2</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status Permanent / Full-Time</p> <p>求人数/Number of Position(s): 2</p> <p>部隊名/Organization (Work Location) USAG-Okinawa DFMWR, Torii Beach Outdoor Recreation, Torii Station [MWR-26-17]</p> |
| <p>職務内容/Duties</p> <p>Provides customer service support for Torii Station Outdoor Recreation. Processes customer transactions and retail sales using the RecTrac POS system. Registers participants for classes, trips, and activities. Assists customers with beach facility reservations. Issues and receives rental equipment and ensures proper documentation. Reconciles the cash register at the end of each shift in accordance with established procedures. Provides pre-activities or trip instructions and safety briefings. Maintains customer and equipment accountability. Completes trip tickets and preventive maintenance service records before and after each tour and notifies appropriate personnel of required repairs. Leads trips or, when contracted support is used, assists the contracted instructor, DAC, or Senior Recreation Specialist. Assists with loading and unloading baggage or cargo as needed. Ensures all individuals listed on the passenger roster have boarded the bus prior to departure from the tour site. Manages the cash change fund, collects cash payments, completes DA Form 4082, and reconciles cash receipts. Performs preventive maintenance and cleaning of vehicles in accordance with established regulations, including washing, waxing, and cleaning the interior of the bus and onboard restroom facilities. Operates various vehicles, such as vans and small cargo trucks, to shuttle crews and customers and to pick up or deliver supplies and equipment to work sites. Operates government vehicle from/to work locations to conduct work assignments. Assists in the development and review of emergency procedures. Facilitates bilingual communication between management and off-base agencies and facilities. Monitors new activities, trends, and opportunities relevant to Outdoor Recreation programming. Provides strategic recommendations to management regarding potential new program offerings. Performs other related duties as assigned.</p> | |
| <p>必要応募資格基準/Minimum Qualification Standards (MQS) Requirement</p> <p>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 the required documentation may result in non-consideration for this position.</p> <p>必要応募資格基準/Minimum Qualification Standards (MQS) Requirement: Must have at least six months of general work experience.</p> | |

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 Average proficiency (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

1. Must have Japanese 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. Must have knowledge and experience in operating computers with automation software such as Microsoft Word, Excel, Outlook, etc.
2. National Agency licensing in any of the above-mentioned activities is desirable.
3. Have or be able to attain American Red Cross or equivalent Lifeguarding Certificate including CPR/AED/First Aid within 2 months after hire.

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

- The employee will be subject to an irregular tour of duty to include early mornings for activities, and late nights for open post festivals.
- Must be able to work in adverse weather conditions, rain, wind, hot, cold, typhoon preparation and typhoon cleanup.
- The employee will be subject to prolonged period of standing, or performing physically strenuous activities such as hiking, ocean kayaking, bicycling, swimming etc. at locations remote from the workplace.
- May be required to work outside of duty hours when requested.
- Must be able to lift minimum of twenty-five (25) kilograms in weight.
- 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 ties to combat operations or mobilization.

勤務時間/Work Schedule

Thursday to Monday: 0930-1830 (40 HPW) Recess (1230-1330) Days Off (Tuesday & Wednesday).

***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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| <p>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</p> <p>Banquet Manager IHA-020</p> <p>BWT-1 Grade-4 LPL-2</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location) USAG-Okinawa DFMWR, Coral Cove [MWR-26-19]</p> |
| <p>職務内容/Duties</p> <p>Oversees, plans and makes all necessary arrangement for banquets, luncheons, entertainment and other catering functions for the food and beverage (F&B) operation. Forecasts staffing requirements and schedules staff in order to perform and provide top notch quality service. Provides guidance to catering staff, cashiers, bartenders, service workers and other employees for setting up creative and imaginative buffet tables and displays, ensures a professional delivery. Confers with patrons regarding types and kind of function, analyzing requirements of the occasion and quoting prices for type of service desired. Maintains regular daily contact with the kitchen, especially the Cook Foreman regarding timing and general review of all catered functions. Assists Cook Foreman in providing information for proper preparation, cooking and serving of food, beverages and refreshments. Procures and arranges decoration and floral displays for all club events ensuring a professional appearance. Assists Club Manager and bar operations with creating and implementing themed party nights and other engaging customer activities. Ensures patron needs and expectations are met in a professional, safe & courteous manner while assisting with various related club, bar & catering activities, F&B operations, banquets, private parties and special events both inside & outside. Participates in periodic meetings to discuss financial performance, goals, event calendars, F&B operations, problem areas and trends. Performs a variety of general clerical and administrative duties; implements and maintains an effective internal controls program per Army regulations and directives. Maintains and understands the use of all computer systems, cash registers, printers, televisions & sound equipment. Assists customers with verifying and paying out of Army Recreation Machine Program (ARMP) gaming machine jackpots and accounting for all monies. Clears minor issues related to the gaming machines and alerts Club Manager of irregularities or issues beyond their control. Assists Club Manager in training of employees in mandatory and other related training. Assists and covers for all positions within F&B operations. Operates government vehicle as required. Performs other related or incidental duties as assigned.</p> | |
| <p>必要応募資格基準/Minimum Qualification Standards (MQS) Requirement</p> | |

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 in the field of banquet, catering and bar operations 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)
Language Proficiency Level 2.

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 (普通自動車免許)
2. Must have or be able to obtain and maintain both a Food Manager's Safety Certification and Alcohol Server Intervention Certification. (取得可能な方).

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

1. Must be proficient in using Microsoft Office programs.
2. Ability to speak, read and write English in a clear and effective manner.
3. Must be able to carry 25lb independently and up to 50lb assisted.
4. Work related experience in food and beverage operations.

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

1. Must be in excellent physical condition to perform all assigned duties.
2. Must be able to work evenings shifts to include weekends and holidays.
3. Must be flexible to work outside of regular work schedule if directed.
4. Must be able to obtain and maintain a GOV driver's license.

勤務時間/Work Schedule

Tuesday to Thursday: Irregular (40HPW): 0730-1630 (Recess 1230-1330) / Friday-Saturday: 1530-2430 (Recess 2000-2100) Days Off: Sunday & Monday. *Occasional work schedule change is required during events.

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.)
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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 Okinawa
Vacancy Announcement for Local National Positions

空席広報番号/Announcement Number
08-JESO-26

募集期間/Opening Period
25 February – 3 March 2026

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.
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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

Accounting Technician MLC-1007

BWT-1 Grade-4 LPL-2

*See below CONDITIONS OF EMPLOYMENT

雇用形態/Employment Status
LTE NTE 25 August 2026 (期間限定)

求人数/Number of Position(s): **1**

部隊名/Organization (Work Location)
**U.S. Army Garrison Okinawa, DFMWR
Business & Recreation Divion, Torii Station
[MWR-26-18]**

職務内容/Duties

Assists with the preparation and verification of Daily Activity Report (DAR) for Financial Management Branch (FMB), Army Community Service (ACS), and Marketing through the Recreation Tracking System (Rectrac). Receives the DAR and Transfer Between Activities (TBA) documents for all MWR activities and maintains, controls, and prepares the monthly ledger. Assists with reviewing and analyzing data in the monthly sales accountability statement to determine the correct cost of goods sold and net income. Obtains the monthly income statement, budget report, and other monthly financial statements through online databases and provides them to managers. Coordinates with United States Army Garrison–Japan (USAG-J), Financial Management Branch (FMB) for fund approvals and prepares required requests. Assists with the preparation of the Review and Analysis Report (R&A Report) for FMB, the Better Opportunities for Single Soldiers (BOSS) Program, Unit Funds, and Administrative accounts. Assists with reconciling the Monthly Income Statement. Conducts quarterly surprise cash counts and prepares reports and findings for audit purposes. Prepares memorandums to request advance checks for refund, expenditures and others. Prepares acceptance for Military Interdepartmental Purchase Request (MIPR) and send invoices to the Defense Finance and Accounting Service (DFAS), Japan. Maintains and monitors the remaining balance of each MIPR. Monitors tips payable to Nonappropriated Fund (NAF) employees, Master Labor Contract (MLC) / Indirect Hire Agreement (IHA) employees, and accounts receivable/payable for all activities. Acts as the alternate fund-approving official for receiving reports. Performs duties as the petty cash custodian. Acts as a liaison between MWR/activity managers and the Contract Administration Office (CAO) / USAG-J, FMB on accounting matters. Assists with providing oversight and responsibility for the implementation, correction, and accuracy of all accounting data submissions within MWR programs at Torii Station. Provides on-the-spot training, including one-on-one or group instruction, as needed. Acts as the NAF payroll administrator and prepares and processes all NAF employee time sheets through the online Time and Labor Management System (TLMS). Maintains private organization, informal fund, and Family Readiness Group (FRG) files and serves as the point of contact to obtain approval for fundraising and rechartering actions from the USAG-J Commander or designated representatives.

Acts as the Key Control Alternate, places work orders, and controls the issuing and receiving of keys for the first and second floors of Building 236 and all other MWR facilities. Maintains internal controls and conducts inspections of key controls, cash register controls, and check handling controls. Acts as the Appropriated Fund (APF) Hand Receipt Holder and the NAF Fixed Assets Holder for the FMB office. Conducts disinterested inventories of NAF property, APF property, and NAF merchandise/expenses once every two years. Maintains number control for all gift certificates, coupons, and other Department of the Army (DA) forms. Acts as the Telephone Control Officer, monitors and verifies usage of NTT, KDDI, and International Digital Communications (IDC) services, and makes monthly payments for NTT and KDDI usage. Ensures Real Property Maintenance (RIMP) insurance adjustments are completed.

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

N/A

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. Knowledge of Accounting (Bookkeeping).
3. Two years of practical experience in accounting.

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

1. Must be in good physical condition to perform all assigned duties.
2. May be required to work overtime when requested.

勤務時間/Work Schedule

Monday-Friday (40 hours per week) 0800–1700 (Recess: 1200-1300)

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。

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| <p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions</p> | <p>空席広報番号/Announcement Number 08-JESO-26</p> <p>募集期間/Opening Period 25 February – 3 March 2026</p> |
| <p>募集可能従業員/Area of Consideration:</p> <p><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</p> <p><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</p> <p><input checked="" type="checkbox"/> 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)</p> <p><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.</p> <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。 Current USFJ employees who are outside the area of consideration will not be considered.</p> | |
| <p>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</p> <p>Ground Electronic Mechanic, MLC-2347</p> <p>BWT: 2-8, LPL: 1</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status: Permanent/Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): USAG Okinawa, DPW, O&M Division U&E Branch, Torii Station [PW25-46]</p> |
| <p>職務内容/Duties:</p> <p>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.</p> <p>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.</p> <p>Performs other duties as assigned.</p> | |
| <p>必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement: <u>Must have at least one year of specialized experience at next lower grade level (2-7) or equivalent.</u></p> <p>要求される語学能力級/Required Language Proficiency Level (LPL): <u>Ability to speak, read, and write English and Japanese at Elementary proficiency (LPL: 1) is required.</u></p> <p>要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:</p> <p>1. <u>Must have a valid GOJ driver's license (普通自動車免許マニュアル車)</u></p> | |

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をお持ちの方).

3. Must have a GOJ Fire Protection Engineer License (消防設備士 甲種4類と甲種1類、両方をお持ちの方).

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)

BWT-2 Grade-8

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-7) 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:

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| <p>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</p> <p>Travel Clerk MLC-234 BWT-1 Grade-4 LPL-3</p> <p>This is a Limited Term Employment (LTE) position not to exceed 30 April 2026. The employment may be extended without further competition.</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status: Limited Term Employment (LTE) /Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): 403d AFSB LRC Okinawa Transportation Division (Torii Station) [LRC-026-26]</p> |
| <p>職務内容/Duties</p> <p>Works under the Transportation Specialist who provides assignments in broad objectives. The employee assures compliance with regulations/policy/laws, provides excellent customer service, and continuously strives to improve the process. The supervisor provides guidance and assistance in resolving unusual or complicated issues regarding travel situations as requested. The employee determines priorities, deadlines and work distribution except when assistance from the supervisor is requested. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments. Reviews official travel orders and transportation requests for individual and group movements to verify lines of accounting and travel entitlements. Coordinates with SATO travel, military units, Air Mobility Command (AMC) and other transportation elements and carriers to determine the best, most economical mode of travel. Prepares port call requests and issues port call notifications for all PCS, ETS, TOY, Renewal Agreement travel, Emergency Leave involving Army personnel and dependents. Schedules Air Transportation of military and civilian personnel, their dependents, and pets on AMC charter flights using Global Air Transportation Execution System (GATES). Coordinates with SATO for Commercial Air Carrier flight reservations in web based application, Saber, when AMC flights are not available or do not meet mission requirements per Army regulation. Issues travel itineraries IAW government travel orders, destination, number of travelers, time of departure, travel time and arrival time. Operates government vehicle from/to work locations to conduct work assignments. Interprets applicable provisions of current Joint Travel Regulations (JTR) and Defense Transportation Regulations (DTR) concerning general travel, authorized accommodations, standards of service, baggage allowance, and dependent travel. Answers telephone calls and emails; advises customers on travel entitlements, travel requirements, flight schedules, routing, and destination. Briefs passengers on check-in procedures, baggage entitlements, and disposition of unused tickets. Documents customer counseling, changes in the schedule, and other significant service elements. Verifies commercial</p> | |

travel office routing and fares. Issues receipts and processes unused tickets for refund. Prepares Centrally Billed Account reconciliation documentation for transmittal to Defense Finance Accounting Service (DFAS). Prepares and maintains daily and monthly passenger report. Prepares and issues various travel related documents such as Gov't Constructed Cost memos, Non-availability Letters, and Travel Entitlement memos. Signs documents as a Transportation Agent for the Transportation Officer. Performs other related or incidental 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.

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)

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. Knowledge and proficiency in office automation and Microsoft office suite of applications such as Outlook, Word, Excel to prepare, store, retrieve, print of electronic files.
2. Experience in arraigining/coordinating military travel desired.

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. 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

Designated Rest Days: Saturday and Sunday

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 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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| <p>募集可能従業員/Area of Consideration:</p> <p><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</p> <p><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</p> <p><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)</p> <p><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.</p> <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。 Current USFJ employees who are outside the area of consideration will not be considered.</p> | |
| <p>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</p> <p>Interpreter-Translator MLC-103 BWT-1 Grade-6 LPL-4</p> <p>This is a Limited Term Employment (LTE) position not to exceed 1 year. The employment may be extended without further competition.</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status: Limited Term Employment (LTE) Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Corps of Engineers Japan District Construction Division (Camp Lester) [OM-11-26]</p> |
| <p>職務内容/Duties</p> <p>Works under the general supervision of the Chief of Ryukyu Area Office, who makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations that do not have clear precedents. Responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Performs work involved in interpreting and translating oral or written statements from English into Japanese and vice versa. Acts as interpreter at interviews, various functions and events, meetings, lectures, discussions, conferences, interrogations, involving technical and specialized subject matters such as protocol, politics, engineering, medicine, legal, law, economy, science, criminal investigations, etc. Performs consecutive or simultaneous interpretations on a variety of subjects such as local government affairs and local customs. Interprets in a narrow specialty field, such as in non-routine matters involving Japanese judicial system, laws and regulations. Provides assistance and acts as interpreter to the management or U.S. personnel under the Status of Forces Agreement (SOFA) involving local nationals and properties. Assures mutual understanding between U.S. and Japanese officials and personnel concerned. Expresses ideas in both English and Japanese accurately and completely in appropriate style and with the intent of the original speaker. Translates materials and documents of technical, scientific, legal, economic, medical, or professional nature involving the use of special terminology of the specialized subject matter as well as processing the various forms, such as claims forms, and giving advice on foreign affairs and customs if necessary. The documents include but not limited to local newspaper articles and TV news related to letters directives, regulations, statements, safety bulletins and procedures, command brief from or to Government of Japan, Okinawa Prefecture Governments, local municipal governments, local police and law enforcement offices, and other respective organizations. Translates accurately as to convey the exact original intent or meaning and maintains the same spirit and style as it appears in the original text to avoid even the slightest misunderstanding. Performs researches to insure accuracy</p> | |

of nuances, subject-matter detail, and to retain fluency. Subject matter may range in difficulty from translations of simple correspondence or interpretations of nontechnical instructions where only the general ideas of the contents need to be translated or interpreted, to very difficult technical, scientific, or other specialized material. Reviews a wide variety of technical, legal, fiscal, scientific, judicial, or other material requiring specialized terminology and written for use by the commander, leadership, and the office. Screens Japanese articles to find material to be translated and to prepare abstracts and extracts when required. Reads the material and gives the requester on-the-spot translation if asked. Performs administrative/clerical support as needed in support of office and management. Prepares, processes, and forwards routine reports as required. Takes, transcribes, translates correspondence, reports, and telephonic referrals. Assures proper format and style with emphasis on vocabulary and protocol on completed projects. Provides a variety of other administrative duties as assigned. Operates government vehicle from/to work locations to conduct work assignments. Performs other related or incidental 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.

Must have at least one year of specialized experience equivalent to the next lower grade level OR completion of four-year college/university in a related field OR two academic year of graduate level education.

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

Language Proficiency Level 4: Exceptional 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. 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. Specialized knowledge of technical English and Japanese language (reading, writing, and speaking) commonly used in the fields of Engineering and Architecture.
2. Basic knowledge of Microsoft Office Software (e.g., Outlook, Word, Excel, etc).

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

1. Must be able to walk and stand frequently.
2. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
3. Must be able to work overtime or temporarily adjust work schedule as needed.
4. This position will require the incumbent to travel occasionally for the purpose of events, meetings, lectures, discussions, conferences, and/or attending trainings.
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)

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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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| <p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions</p> | <p>空席広報番号/Announcement Number 08-JESO-26</p> <p>募集期間/Opening Period 25 February – 3 March 2026</p> |
| <p>募集可能従業員/Area of Consideration</p> <p><input checked="" 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</p> <p><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</p> <p><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)</p> <p><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.</p> <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。 Current USFJ employees who are outside the area of consideration will not be considered.</p> | |
| <p>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</p> <p>Engineering Technician (Civil) MLC-310 BWT-1 Grade-5 LPL-2</p> <p>Engineering Technician (Civil) MLC-384 BWT-1 Grade-6 LPL-2</p> <p>Engineer (Civil) MLC-525 BWT-1 Grade-7 LPL-2</p> <p>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.</p> <p>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.</p> <p>usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location) U.S. Army Corps of Engineers - Japan District Engineering Division (Camp Foster) [OM-22-22]</p> |
| <p>職務内容/Duties</p> <p>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.</p> <p>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</p> | |

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 2: Average 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 2: Average 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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| <p>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</p> <p>Personnel Clerk MLC-607 BWT-1 Grade-4 LPL-2</p> <p>This is a Limited Term Employment (LTE) position not to exceed 6 January 2027. The employment may be extended without further competition.</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status Limited Term Employment (LTE)/Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location) USARJ G-1 CPD JESO Okinawa (Torii Station) [JESO-4-25]</p> |
| <p>職務内容/Duties</p> <p>Works under Chief, JESO Okinawa who provides continuing assignments indicating generally what is to be done; data and required information; limitations; deadlines; quantities; and priorities. The supervisor and Personnel Technician provide advice or additional specific instructions for difficult, new, or special assignments including work methods. The supervisor reviews work to verify accuracy and conformance to procedures and any special instructions. Work products may be spot checked for accuracy. Unusual and/or difficult English matters could be supported by the supervisor and Personnel Technician. Provides clerical assistance to higher grade specialists in support of staffing functions for Master Labor Contract (MLC), Mariner's Contract (MC), and Indirect Hire Agreement (IHA) employees. Inputs Longevity Step Increase (LSI) data into the Defense Civilian Personnel Data System (DCPDS) and ensures accuracy of routine entries. Distributes vacancy announcements to designated organizations and receives application forms, sorting them by announcement number and maintaining organized records. Responds to basic inquiries from supervisors and employees regarding routing procedures and general recruitment actions, referring complex matters to higher grade specialist. Receives Background Check (BGC) inquiries from the Security Manager and provides necessary information as directed. Assists with preparing standard forms and documentation related to staffing requirements and supports specialists with assigned clerical tasks. Maintains internal reporting systems by updating logs and spreadsheets to support document tracking and operational transparency. Supports staffing operations by collecting and organizing data to ensure accuracy and completeness. Inputs required figures into standardized report templates and verifies formatting and content for consistency. Provides clerical and administrative support for Local National (LN) Incentive Awards programs for Army organizations in Okinawa, in accordance with applicable Contracts/Agreements, U.S. Army Japan (USARJ) policies, and Army regulations. Assists with processing routine award actions such as Special Step Increases (SSI), Time-Off Awards (TOA), Length of Service Award Ceremony (LOSAC), and Commanding General (CG) Certificates of Appreciation for retiring LN employees. Prepares draft forms, gathers supporting documents, and ensures timely routing of nomination packages. Communicates with servicing organizations and local</p> | |

Government of Japan (GoJ) offices, including the Defense Bureau and Labor Management Organization (LMO), to coordinate basic information. Responds to general inquiries from supervisors and employees regarding leave and MER procedures by providing standard guidance or referring complex matters to higher grade specialist. Enters MER-related data into the Defense Civilian Personnel Data System (DCPDS) and assists with document translation between Japanese and English as needed. Operates a government vehicle when assigned. Provides administrative and clerical support for training activities related to JESO operations. Assists with scheduling training dates, preparing announcements, handouts, certificates, and attendance rosters. Maintains the USARJ Training Registration system, reviewing and approving applications submitted through the system. Receives training registration requests from DLA, USAED-J, and other organizations that do not have system access, and inputs the necessary information as required. Maintains and updates training materials. Contacts Training Coordinators (TCs) from servicing organizations to update distribution lists and confirm attendance. Supports coordination with Workforce Development, G-1, by assisting with assigned clerical tasks and maintaining organized records. Provides clerical support in preparing and submitting monthly reports related to JESO operations. Collects and organizes data from staffing, training, and MER activities, ensuring accuracy and completeness. Assists with periodic data reviews and corrections. Supports internal reporting and document tracking by updating logs and spreadsheets as needed. Performs other tasks as assigned by the Chief, JESO Okinawa, or designated supervisors within the chain of command. 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 one (1) year of general work experience OR Completion of two (2) year junior college/university or technical or business school.

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 0730-1630 (40 hours per week) 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 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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| <p>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</p> <p>Engineering Technician (General) MLC-384</p> <p>BWT-1 Grade-6 LPL-3</p> <p style="text-align: center;">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.</p> <p style="text-align: center;">usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status: Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): USAG-O, DPW Master Planning Division, Torii Station [PW26-12]</p> |
| <p>職務内容/Duties:</p> <p>Coordinates the development and design of Criteria Packages (CPs) and Basic Criteria Packages (BCPs) for all assigned Government of Japan (GOJ) projects in collaboration of with the U.S. Army Corps of Engineers. Resolves project issues using all reviewing activities including Operations & Maintenance Division (O&M), Provost Marshall Office (PMO), Fire Department, and the Network Enterprise Center (NEC). Ensures all questions, concerns, and document reviews are completed by the required suspense dates. Attends meetings with the Government of Japan (GOJ), Army Corps of Engineers, and using agencies, for the development of project criteria packages and design plans. Provides support for the resolution of technical issues and assists with the meeting regarding the development of Preliminary Criteria Packages (PCPs) for all assigned projects. Assists in installing as-built drawings in Computer Aided Design (CAD) and maintains project drawings and files. As the Directorate of Public Works (DPW) Master Planning (MP) technical representative under the supervisor and professional engineers, coordinates and attends all meetings and site visits for the construction of all assigned projects. Meetings may include technical discussions with the using agencies, engineers, and project managers from the Army Corps of Engineers, GOJ agencies, such as the Ministry of Defense (MOD), Local Coordination Bureau, Okinawa Defense Bureau (ODB), U.S. Forces Japan (USFJ), etc. Operates government vehicles to/from work locations to conduct work assignments. Performs other related technical duties to assist in planning and real property/estate fields. In addition, performs other duties as assigned by Chief, Master Planning Division and other designated supervisors within the Chain-of-command of the DPW that support the overall mission of the division and U.S. Army Garrison (USAG) Okinawa. Performs other duties as assigned.</p> | |
| <p>必要応募資格基準/Minimum Qualification Standards (MQS) Requirement</p> | |

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, Power Point and Auto-Cad (Knowledge of GIS is also preferable)
2. Knowledge of pertinent practical engineering concepts, principles, methods, and practices as it pertaining to the General engineering field.
3. Coordination and assertive communication skills, and willingness to develop solutions for problems.
4. 3 years working experience related General 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 conference, 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 or long period under the extreme weather conditions.
5. Must be able to work overtime or temporarily adjust work schedule when required/directed.
6. Transfer expenses are authorized.

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 (BWT-1 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 (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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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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| <p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment and Services Office Okinawa Vacancy Announcement for Local National Positions</p> | <p>空席広報番号/Announcement Number 08-JESO-26</p> <p>募集期間/Opening Period 25 February – 3 March 2026</p> |
| <p>募集可能従業員/Area of Consideration:</p> <p><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</p> <p><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</p> <p><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)</p> <p><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.</p> <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。 Current USFJ employees who are outside the area of consideration will not be considered.</p> | |
| <p>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</p> <p>Communications Cable Splicer MLC-2069 BWT-2 Grade-8 LPL-2</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status: Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): 78th Signal Battalion USANEC-Okinawa (Camp Foster [78SBO-9-26]</p> |
| <p>職務内容/Duties</p> <p>Works under the general supervision of the Chief, Outside Plant (OSP) Branch who assigns specific duties and provide guidance on priorities and objectives. Detailed instructions are provided only for new, complex, or unusual tasks. The employee carries out routine assignments independently applying sound judgment and adhering to established policies, procedures and accepted practices. Situations not covered by existing guidance are referred to the supervisor for resolution. Completed work is subject to periodic review to ensure compliance with regulatory standards and alignment with mission objectives. Performs journeyman cable splicing work to include diagnosing trouble, repairing, testing and trouble-shooting aerial, underground, and direct buried multi-pair cables. Performs splicing and sealing of buried aerial and underground cable systems to include fiber optic cables, copper cables, lead cables, local area network cables, coaxial/helix cables, and plastic covered communications cables carrying data and other lower voltage communications circuits. Properly maintains tools and equipment such as hand tools, test equipment, splice trucks and heavy equipment that are associated with performing cable splicer duties. Keeps reports of maintenance and installation actions and forwards reports to supervisor. Performs a variety or cable construction work such as installation, maintenance repair, and removal of communication cables and cable systems in underground and aerial configurations. Splice cables using fusion and mechanical methods, builds and tests straight and bridge splices in copper and fiber optic working and non-working cables. Place racks and secures cables in subterranean structures. Repairs broken or bare wires and restores insulation. Performs site surveys to include route surveillance, utility clearance, pre and post Typhoon inspections. Terminates and connects Copper and Fiber optic cables. Identifies and locates breaks, short circuits and other troubles in communications cables of all sizes. Repairs, opens, shorts, crosses and grounds in all types of communication cables using a variety of test equipment. Performs preventive maintenance on cables, manhole terminations, connectors to include corrosion control on all cables, cable equipment in accordance with established procedures. Performs manhole atmosphere tests and ventilates subterranean structures as required, dig splice pits and trenches by hand for placement of buried cables. Grounds, bonds, and shields tests. Updates prints and base cable plant and manhole drawings. Maintains files for later retrieval as appropriate. Identifies,</p> | |

updates, and works from technical drawings to accomplish maintenance missions. Installs closures for protection and tests repaired cables. Operates generators, blowers and water pumps when required. Installs equipment racks, termination systems and components and performs training on cable system to include safety maintenance practices. Operates motor vehicles and special purpose vehicles. Documents and reports any lost, stolen, or broken tools, test equipment and materials to supervisors immediately. Performs preventive maintenance checks for all assigned vehicles, tools and test equipment. Utilizes safety practice and procedures following established safety rules and regulations and maintains a safe and clean work environment. Operates government vehicle to and from work locations to conduct work assignments. Performs preventive maintenance inspections and technical inspections on all types of communication cables, manhole systems and underground conduit systems in accordance to United States Technical Order standards and specifications. Corrects minor discrepancies during inspections. Documents and reports major discrepancies to supervisor for follow-up maintenance actions. Performs inventory and inspection of all hand tools and personal safety equipment to maintain accountability and to ensure that they are clean and serviceable. Submits requests for replenishment when necessary. 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 (Manual Transmission).
2. Must possess certification in Fiber Optic and Copper splicing, termination, and installation. Building Industry Consulting Service International (BICSI), Electronics Technicians Association (ETA) International, Federal Identity Service (FIS), or local equivalent.

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

Ability to read basic English technical manuals and work requests, preferred.

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

1. Must be able to successfully complete a Confined Space Training Course.
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. 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) 0700-1600 (Recess) 1100-1200

Designated Rest Days: Saturday and Sunday

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)
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| <p>募集可能従業員/Area of Consideration:</p> <ul style="list-style-type: none"> <input checked="" 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 <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 <input checked="" type="checkbox"/> 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) <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. <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。 Current USFJ employees who are outside the area of consideration will not be considered.</p> | |
| <p>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</p> <p>Automotive Equipment Inspector MLC-2033 BWT-2 Grade-8 LPL-1</p> <p>Automotive Equipment Inspector, Foreman A MLC-2033 BWT-2 Grade-9 LPL-2</p> <p>This position may be filled at 2-8 or 2-9 grade level depending on the certification, qualification and training of the applicant.</p> <p style="text-align: center;">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.</p> <p style="text-align: center;">usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status Permanent/Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location) 403d AFSB Logistics Readiness Center Okinawa Maintenance Division (Torii Station) [LRC-049-22]</p> |
| <p>職務内容/Duties</p> <p>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.</p> <p>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</p> | |

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.
8. Transfer expenses are authorized.

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.

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応募方法/How to apply:

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| <p>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</p> <p>Storage Specialist MLC-205 BWT-1 Grade-5 LPL-2</p> <p>This is a Limited Term Employment (LTE) position not to exceed 31 March 2026. The employment may be extended without further competition.</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status Limited Term Employment (LTE) / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location) 10th Support Group Ammo Depot. (Chibana) [ADO-PA-16-25]</p> |
| <p>職務内容/Duties</p> <p>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</p> | |

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

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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| <p>在日米陸軍 日本人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions</p> | <p>空席広報番号/Announcement Number 08-JESO-26</p> <p>募集期間/Opening Period 25 February – 3 March 2026</p> |
| <p>募集可能従業員/Area of Consideration:</p> <p><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</p> <p><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</p> <p><input checked="" type="checkbox"/> 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)</p> <p><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.</p> <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。 Current USFJ employees who are outside the area of consideration will not be considered.</p> | |
| <p>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</p> <p>Engineer (Civil) MLC-541 BWT-1 Grade-8 LPL-2</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location) U.S. Army Corps of Engineers - Japan District Engineering Division (Camp Foster) [OM-23-25]</p> |
| <p>職務内容/Duties</p> <p>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</p> | |

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

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.)
- 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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| <p>募集可能従業員/Area of Consideration:</p> <p><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</p> <p><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</p> <p><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)</p> <p><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.</p> <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。 Current USFJ employees who are outside the area of consideration will not be considered.</p> | |
| <p>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</p> <p>Forklift Operator Foreman B MLC-2111 BWT-2 Grade-8 LPL-2</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status: Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): 10th SG Ammo Depot. (Chibana) [ADO-PA-06-25]</p> |
| <p>職務内容/Duties</p> <p>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,</p> | |

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 (フォ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)

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)
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- 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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| <p>在日米陸軍 日本人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions</p> | <p>空席広報番号/Announcement Number 08-JESO-26</p> <p>募集期間/Opening Period 25 February – 3 March 2026</p> |
| <p>募集可能従業員/Area of Consideration:</p> <p><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</p> <p><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</p> <p><input checked="" type="checkbox"/> 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)</p> <p><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.</p> <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。 Current USFJ employees who are outside the area of consideration will not be considered.</p> | |
| <p>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</p> <p>Engineer Technician (Mechanical) MLC-384 BWT-1 Grade-6 LPL-2</p> <p>Engineer (Mechanical) MLC-525 BWT-1 Grade-7 LPL-2</p> <p>This position may be filled at 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant.</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status: Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Corps of Engineers Japan District Engineering Division Okinawa Engineering Design Branch (Camp Foster) [OM-26-25]</p> |
| <p>職務内容/Duties</p> <p>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.</p> <p>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</p> | |

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.

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 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 (建築設備士免許 (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 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

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.)
- 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となります。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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| <p>募集可能従業員/Area of Consideration:</p> <p><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</p> <p><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</p> <p><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)</p> <p><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.</p> <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。 Current USFJ employees who are outside the area of consideration will not be considered.</p> | |
| <p>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</p> <p>Engineer (Civil) MLC-541</p> <p>BWT-1 Grade-8 LPL-2</p> <p>This is a Limited Term Employment (LTE) position not to exceed two (2) year</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status: LTE NTE 2-Year (期間限定) / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Corps of Engineers Japan District Engineering Division Okinawa Engineering Design Branch (Camp Foster) [OM-15A-23]</p> |
| <p>職務内容/Duties</p> <p>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</p> | |

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:

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| <p>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</p> <p>Engineer (Civil) MLC-541</p> <p>BWT-1 Grade-8 LPL-2</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location) U.S. Army Corps of Engineers - Japan District Engineering Division (Camp Foster) [OM-19-25]</p> |
| <p>職務内容/Duties</p> <p>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</p> | |

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)

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。

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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| <p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions</p> | <p>空席広報番号/Announcement Number 08-JESO-26</p> <p>募集期間/Opening Period 25 February – 3 March 2026</p> |
| <p>募集可能従業員/Area of Consideration</p> <p><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</p> <p><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</p> <p><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)</p> <p><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.</p> <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。 Current USFJ employees who are outside the area of consideration will not be considered.</p> | |
| <p>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</p> <p>Engineering Technician (Architectural) MLC-310 BWT-1 Grade-5 LPL-2</p> <p>Engineer Technician (Architectural) MLC-384 BWT-1 Grade-6 LPL-2</p> <p>Engineer (Architectural) MLC-525 BWT-1 Grade-7 LPL-2</p> <p>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.</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location) U.S. Army Corps of Engineers - Japan District Engineering Division (Camp Foster) [OM-51-24]</p> |
| <p>職務内容 / Duties</p> <p>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.</p> <p>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.</p> | |

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

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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
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応募方法/How to apply:

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| <p>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</p> <p>Engineering Technician MLC-384 BWT-1 Grade-6 LPL-2</p> <p>Engineer (Electrical) MLC-525 BWT-1 Grade-7 LPL-2</p> <p>This position may be filled at 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant.</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status: Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>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]</p> |
| <p>職務内容/Duties:</p> <p>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.</p> <p>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.</p> <p>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</p> | |

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 (建築設備士(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)

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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)
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- 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.**

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| <p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions</p> | <p>空席広報番号/Announcement Number 08-JESO-26</p> <p>募集期間/Opening Period 25 February – 3 March 2026</p> |
| <p>募集可能従業員/Area of Consideration:</p> <p><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</p> <p><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</p> <p><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)</p> <p><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.</p> <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。 Current USFJ employees who are outside the area of consideration will not be considered.</p> | |
| <p>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</p> <p>Engineering Technician MLC-384 BWT-1 Grade-6 LPL-2</p> <p>Engineer (Electrical) MLC-525 BWT-1 Grade-7 LPL-2</p> <p>This position may be filled at 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant.</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status: Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Corps of Engineers Japan District Engineering Division Okinawa Engineering Design Branch (Camp Foster) [OM-05-25]</p> |
| <p>職務内容/Duties:</p> <p>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.</p> <p>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.</p> <p>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</p> | |

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 (建築設備士(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)

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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| <p>募集可能従業員/Area of Consideration:</p> <p><input checked="" 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</p> <p><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</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍 日本人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)</p> <p><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.</p> <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。 Current USFJ employees who are outside the area of consideration will not be considered.</p> | |
| <p>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</p> <p>Engineer (General/PW) MLC-525</p> <p>BWT-1, Grade-7, LPL-2</p> <p style="text-align: center;">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.</p> <p style="text-align: center;">usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status: Permanent/Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): USAG Okinawa, Directorate of Public Works (DPW), Engineering Division, (Torii Station) [PW-21-40]</p> |
| <p>職務内容/Duties:</p> <p>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</p> | |

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 expenses are authorized.
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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| <p>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</p> <p>Engineer (Fire Protection) MLC-525</p> <p>BWT-1 Grade-7 LPL-2</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status: Permanent / Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Corps of Engineers - Japan District Engineering Division (Camp Foster) [OM-01-25]</p> |
| <p>職務内容/Duties:</p> <p>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</p> | |

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 建築設備士免許), 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 建築設備士免許), 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)
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- 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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| <p>在日米陸軍 日本人人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions</p> | <p>空席広報番号/Announcement Number08 08-JESO-26</p> <p>募集期間/Opening Period 25 February – 3 March 2026</p> |
| <p>募集可能従業員/Area of Consideration:</p> <p><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</p> <p><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</p> <p><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 (Army, DLA Energy, or Stars and Stripes)</p> <p><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</p> <p>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.</p> | |
| <p>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</p> <p>Engineering Technician (Telecommunications Systems) MLC-544</p> <p>BWT-1 Grade-7 LPL-4</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status: Permanent - Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): 78th Signal Battalion S-3, Torii Station [78SBO-31-23] If you have applied to #41-JESO-24, no need to reapply</p> |
| <p>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. Performs other related or incidental duties as assigned.</p> | |

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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| <p>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</p> <p>Engineer (Mechanical) MLC-525</p> <p>BWT-1 Grade-7 LPL-2</p> <p style="text-align: center;"> 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-okl-stff-and-clss@army.mil </p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status: Permanent/Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Garrison (USAG) Okinawa, Directorate of Public Works (DPW) Engineering Division (Torii Station) [PW24-20]</p> |
| <p>職務内容/Duties:</p> <p>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</p> | |

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 (建築設備士免許-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 expenses are authorized.
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)
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応募方法/How to apply:

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| <p>職務内容/Duties:</p> <p>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</p> | |

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

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

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- 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:

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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| <p>在日米陸軍 日本人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions</p> | <p>空席広報番号/Announcement Number 08-JESO-26</p> <p>募集期間/Opening Period 25 February – 3 March 2026</p> |
| <p>募集可能従業員/Area of Consideration:</p> <p><input checked="" 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</p> <p><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</p> <p><input checked="" type="checkbox"/> 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)</p> <p><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.</p> <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。 Current USFJ employees who are outside the area of consideration will not be considered.</p> | |
| <p>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</p> <p>Engineer (Architectural) MLC-525</p> <p>BWT-1 Grade-7 LPL-2</p> <p>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.</p> <p>usarmy.torii.usarj.mesg.g1-jeso-okl-stff-and-clss@army.mil</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status: Permanent/Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Garrison (USAG) Okinawa Directorate of Public Works (DPW) Engineering Division (Torii Station) [PW24-49]</p> |
| <p>職務内容/Duties:</p> <p>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</p> | |

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 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 expenses are authorized.
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.)
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応募方法/How to apply:

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| <p>募集可能従業員/Area of Consideration:</p> <p><input checked="" 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</p> <p><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</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍 日本人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)</p> <p><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.</p> <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。 Current USFJ employees who are outside the area of consideration will not be considered.</p> | |
| <p>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</p> <p>Engineering Technician (Mechanical) MLC-384 BWT-1 Grade-6 LPL-2</p> <p>Engineer (Mechanical) MLC-525 BWT-1 Grade-7 LPL-2</p> <p>This position may be filled at 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant.</p> <p>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.</p> <p>usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</p> <p>*See below CONDITIONS OF EMPLOYMENT</p> | <p>雇用形態/Employment Status: Permanent/Full-Time</p> <p>求人数/Number of Position(s): 1</p> <p>部隊名/Organization (Work Location): U.S. Army Corps of Engineers Japan District Okinawa Engineering Design Branch (Camp Foster) [OM-29-24]</p> |
| <p>職務内容/Duties:</p> <p>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.</p> <p>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.</p> <p>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</p> | |

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 (建築設備士免許 (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.)
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