

在日米陸軍 日本人事務所 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

14-JESO-26

(2026年4月8～14日)

**Announcement period is from 8 to 14 April 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](mailto:usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil)

応募書類を全てそろえて、トリステーション正門（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
Refrigeration and AC Mechanic 冷蔵及び空気調節機械工	[PW26-09]	USAG Okinawa DPW	2-6 (2-7)	0 0	MLC	4/8/2026
Refrigeration and AC Mechanic 冷蔵及び空気調節機械工	[PW24-55]	USAG Okinawa DPW	2-7	0	MLC	4/8/2026
Heavy Duty Equipment Mechanic 重量装置機械工	[LRC-023-26]	403d AFSB LRC Okinawa	2-7	0	MLC	4/1/2026
Fuel Distribution System Mechanic Foreman A 燃料配給組織機械工	[PW26-33]	USAG Okinawa DPW	2-8	Pre-1	MLC	4/1/2026
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	3/25/2026
Heavy Crane Operator 重量クレーン運転手	[PW26-04] LTE NTE 5/31/2026	USAG Okinawa DPW	2-7	0	MLC	3/25/2026
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	3/18/2026
Sales Checker セールスチェッカー	[MWR-26-21] LTE NTE 5/31/2026	USAG Okinawa DFMWR	1-3	1	IHA	3/18/2026
Sheetmetal Worker 板金工	[PW26-30] LTE NTE 9/11/2026	USAG Okinawa DPW	2-7	0	MLC	3/18/2026
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
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
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
Storage Specialist 保管専門職	[ADO-PA-16-25] LTE NTE 6/20/2026	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
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)	<b>[PW-21-40]</b>	USAG Okinawa DPW	1-7	2	MLC	1/15/2025
Engineer (Fire Protection) エンジニア (消防)	<b>[OM-01-25]</b>	U.S. Army Corps of Engineers	1-7	2	MLC	12/11/2024
Engineer (Mechanical) エンジニア (機械)	<b>[PW24-20]</b>	USAG Okinawa DPW	1-7	2	MLC	8/28/2024
Engineer (Civil) エンジニア (土木)	<b>[PW23-06]</b>	USAG Okinawa DPW	1-7	2	MLC	8/28/2024
Engineer (Architectural) エンジニア (建築)	<b>[PW24-49]</b>	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) *	<b>[OM-29-24]</b>	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.

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<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
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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.

<p><b>在日米陸軍日本人事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b> <b>Vacancy Announcement for Local National positions</b></p>	<p>空席広報番号/Announcement Number <b>#14-JESO-26</b></p> <p>募集期間/Opening Period <b>8 - 14 April 2026</b></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。 <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></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><b>Refrigeration and Air-Conditioning Mechanic -Trades Advanced Trainee MLC-2223, BWT-2-6, LPL: 0</b></p> <p><b>Refrigeration &amp; Air-Conditioning Mechanic, MLC-2240, BWT 2-7, LPL: 0</b></p> <p><b>This position may be filled at 2-6 or 2-7 grade level depending on the certification, qualification and training of the applicant.</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: <b>Permanent/Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location): <b>USAG-O, DPW, O&amp;M Div., Utilities &amp; Energy Branch, Mechanical Section., Torii Station [PW26-09]</b></p>
<p><b>職務内容/Duties:</b></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><b>BWT-2 Grade-6</b> This position has been established at the advanced developmental level of one (1) grade lower than the target grade level for the purpose of developing the necessary skills, knowledge, and abilities required to progress to the full performance level of target grade level as described in the target grade PD. Assignments are pre-selected for developmental purposes progressing from the more common and typical assignments to the more difficult assignments as the appropriate skills, knowledge and abilities are gained by the incumbent. Differences between this position and the full performance level are as follows: Serves in a developmental capacity, completes the tasks regarding assigned trade and craft. The specific duties and responsibilities are essentially the same as those described at the full performance level except closer supervision and guidance are provided initially, gradually allowing the incumbent more independence as appropriate skills and abilities are acquired. The incumbent may be subject to review by a Position Classification Specialist prior to promotion to the target grade level. Advancement to the full performance level is not automatic with the completion of all qualification requirements, but is contingent upon the assignment and performance of higher level duties or, a regular basis. The immediate supervisor must assure that the developmental level has been adequately mastered through actual performance.</p> <p><b>BWT-2 Grade-7 (Full-Performance Level):</b> Installs, maintains, repairs refrigeration and air-conditioning equipment, ice-making machines, water cooling machines and components on living quarters, offices, etc. Repairs compressors, motors, condensers, humidifiers, evaporators, heaters and other components. Installs auxiliary and control mechanisms, piping or</p>	

tubing. Overhauls and repairs equipment, machines, plumbing, etc., disassembles, inspects and replaces worn or defective parts. Reassembles units, charges refrigeration system with gas, tests installation for leaks, and performs final tests and adjustments of equipment and machines for optimum performance. Diagnoses troubles of equipment and makes repairs as needed. Performs scheduled maintenance to equipment for serviceability, repairs, replaces defective parts. Utilizes all hand tools, test equipment and instruments and shop machines. Operates government vehicle from/to work locations to conduct work assignments. Troubleshoots entire systems. Repairs or replaces fans, pumps, thermostats, humidistat motors, compressors, valves, gauge, pneumatic and electric controls, filters and other related elements. Tests systems for leaks and proper/safe operations. Maintains logs relating to equipment, nature of repair, preventive maintenance frequency schedules, etc. Compliance to established policies and procedures, safety on the job adheres to work schedules, and standards of conduct.

Performs other related or incidental duties as assigned.

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

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

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

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

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

**BWT: 2-6**

1. Must have a valid GOJ driver's license (Manual Transmission) /準中型自動車免許 5 トン未満限定, マニュアル車)
2. Must have a Refrigerant Handling Certificate/Refrigerant Recovery Technician's Certificate (冷媒回収技術者資格修了証を保持していること).

**BWT: 2-7**

1. Must have a valid GOJ driver's license (Manual Transmission) /準中型自動車免許 5 トン未満限定, マニュアル車)
2. Must have a Refrigerant Handling Certificate/Refrigerant Recovery Technician's Certificate (冷媒回収技術者資格修了証を保持していること).
3. Must have a 3rd class Refrigeration Machine Manager license (第三種冷凍機械責任者資格保持者であること).

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

1. A technical school, college, or university graduate with specialized education in heating, ventilation, refrigeration and air conditioning is highly desirable.
2. Knowledge in all aspects of HVAC and HVAC theory.
3. Minimum of 1 year experience as an HVAC Mechanic is highly desirable.
4. Japanese 2nd Class Electrician's Certificate is desirable (第二種電気工事士資格保持者が望ましい).

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

1. Must be able to work outside of normal duty hours when required/directed.
2. Must be physically fit, requires, bending and lifting items up to 40kg.
3. This position is designated as Mission Essential. Incumbents are required to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.
4. Must be able to obtain and maintain GOV driver's license.

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

**タイムイングレード/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 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.

<p><b>在日米陸軍日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National positions</b></p>	<p>空席広報番号/Announcement Number  <b>#14-JESO-26</b></p> <p>募集期間/Opening Period  <b>8 - 14 April 2026</b></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。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></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><b>Refrigeration &amp; Air-Conditioning Mechanic,</b></p> <p><b>MLC-2240 BWT 2-7 LPL 0</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent/Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>USAG-O, DPW, O&amp;M Div., Utilities &amp; Energy Branch, Mechanical Section., Torii Station [PW24-55]</b></p>
<p><b>職務内容/Duties:</b></p> <p>Installs, maintains, repairs refrigeration and air-conditioning equipment, ice-making machines, water cooling machines and components on living quarters, offices, etc. Repairs compressors, motors, condensers, humidifiers, evaporators, heaters and other components. Installs auxiliary and control mechanisms, piping or tubing. Overhauls and repairs equipment, machines, plumbing, etc., disassembles, inspects and replaces worn or defective parts. Reassembles units, charges refrigeration system with gas, tests installation for leaks, and performs final tests and adjustments of equipment and machines for optimum performance. Diagnoses troubles of equipment and makes repairs as needed. Performs scheduled maintenance to equipment for serviceability, repairs, replaces defective parts. Utilizes all hand tools, test equipment and instruments and shop machines. Operates government vehicle from/to work locations to conduct work assignments. Troubleshoots entire systems. Repairs or replaces fans, pumps, thermostats, humidistat motors, compressors, valves, gauge, pneumatic and electric controls, filters and other related elements. Tests systems for leaks and proper/safe operations. Maintains logs relating to equipment, nature of repair, preventive maintenance frequency schedules, etc. Compliance to established policies and procedures, safety on the job adheres to work schedules, and standards of conduct.</p> <p>Performs other related or incidental duties as assigned.</p>	
<p><b>必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:</b>  Must have at least 1 year of specialized experience at the next lower grade level or equivalent.</p> <p><b>要求される語学能力級/Required Language Proficiency Level (LPL):</b>  There is no LPL requirement for this position. However, ability to speak, read, and write English at Elementary English proficiency (LPL: 1) is highly desirable.</p> <p><b>要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:</b></p> <ol style="list-style-type: none"> <li><u>Must have a valid GOJ driver's license (Manual Transmission) /準中型自動車免許 5 トン未満限定, マニュアル車)</u></li> <li><u>Must have a Refrigerant Handling Certificate/Refrigerant Recovery Technician's Certificate (冷媒回収技術者資格修了証を保持していること).</u></li> </ol>	

3. Must have a 3rd class Refrigeration Machine Manager license (第三種冷凍機械責任者資格保持者であること).

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

1. A technical school, college, or university graduate with specialized education in heating, ventilation, refrigeration and air conditioning is highly desirable.
2. Knowledge in all aspects of HVAC and HVAC theory.
3. Minimum of 1 year experience as an HVAC Mechanic is highly desirable.
4. Japanese 2nd Class Electrician's Certificate is desirable (第二種電気工事士資格保持者が望ましい).

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

5. Must be able to work outside of normal duty hours when required/directed.
6. Must be physically fit, requires, bending and lifting items up to 40kg.
7. This position is designated as Mission Essential. Incumbents are required to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.
8. Must be able to obtain and maintain GOV driver's license.

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

**タイムイングレード/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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- 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><b>Heavy Duty Equipment Mechanic MLC-2134</b></p> <p><b>BWT-2 Grade-7 LPL-0</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status  <b>Permanent (Full-Time)</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location)  <b>403D AFSB</b>  <b>LRC Okinawa</b>  <b>Maintenance Division</b>  <b>HAP Maintenance Branch</b>  <b>(Camp Kinser)</b>  <b>[LRC-023-26]</b></p>
<p><b>職務内容/Duties</b></p> <p>Works under the direct supervision of the Chief of the Maintenance Division and the section supervisor or foreman. Work assignments are provided with clear objectives, priorities, and deadlines, with guidance available for complex or unprecedented situations. The employee is expected to independently plan and execute tasks, addressing challenges and deviations by applying established instructions, policies, prior training, and industry best practices. Completed work is assessed for technical accuracy, appropriateness, and compliance with policies and requirements, while the specific methods used to achieve results are generally not subject to detailed review. The Heavy Duty Equipment Mechanic is responsible for the disassembly, overhaul, repair, replacement of parts, adjustment, reassembly, and final operational checks of a wide range of heavy-duty vehicles. These include forklifts, bulldozers, large buses, cranes, graders, power shovels, truck tractors, heavy trucks including line tracks, fire trucks, and material handling equipment. Examines equipment and component units by visual, electronic diagnostics and auditory means and / or by operational tests and troubleshooting techniques. Performs electrical testing or necessary repairs including welding and sheet metal work. Disassembles equipment and component parts such as steering and control systems, transmissions, cooling systems, differentials, axles, wheel assemblies, etc. Cleans and removes rust, dirt, corrosion or other foreign matters from assemblies and/or component parts by various means. Analyzes and performs diagnostics on hydraulic systems and components. Overhauls, repairs or replaces hydraulic pumps, valves, and cylinders. Performs operational checks. Repairs and adjusts carburetors, fuel injectors, injection pumps, magnetos, voltage regulators, switches, batteries and wiring. Repairs transmission systems, including such parts as clutches, gears, bearings, universal joints, hydraulic units, differentials, axles and brakes. Repairs specialized mechanical parts of equipment such as crawler tracks and drives, winches, bulldozer blades, scoops, excavating and loading bucket chains, and other working attachments with their power takeoff and control mechanisms. Repairs steering mechanism and other controls. Checks and aligns wheels. Repairs or replaces defective parts and assemblies such as pumps, piping assemblies, packing, seals, screens,</p>	

meters, and pressure gauges. Services and repairs pumps on fire trucks by disassembling, cleaning, repacking, and replacing parts. Installs, adjusts, and repairs minor accessories such as windshield wipers, heaters, defrosters, control units, limit switches, and various other switches. Disassembles, repairs, assembles, and tests gasoline and diesel engines, inspects, and replaces as necessary pistons, piston rings, valves, bearings, wrist pins, gaskets, and cylinder liners. Inspects and replaces worn software such as hoses, belts, seals, gaskets and filters. Performs diagnostics and troubleshooting on electrical circuits, and ascertains condition of wiring and components. Rewires partial or complete circuits, covering ignition, starter, generator/alternator, and lighting systems as required. Operates government vehicle from/to work locations to conduct work assignments. Performs maintenance, repair, and overhaul functions on general-purpose automotive vehicles in addition to heavy duty equipment. Conducts inspections, operational checks, and preventive maintenance services to ensure vehicles meet established safety and performance standards. Tasks include servicing engines, transmissions, cooling systems, brake systems, and electrical circuits; replacing worn components such as hoses, belts, seals, gaskets, and filters; and performing adjustments to maintain proper operation. Repairs and installs accessories and minor assemblies such as windshield wipers, heaters, defrosters, lighting systems, and control switches. Conducts road tests and operational checks to verify serviceability. Utilizes diagnostic equipment and technical manuals to identify malfunctions, determine corrective actions, and restore vehicles to full operational condition. Maintains assigned tools and equipment, ensuring a clean and safe working environment. When faced with complex technical challenges, they consult with a supervisor and follow provided instructions to ensure efficient and effective repairs. 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)**

No language proficiency level 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 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 GOJ Heavy Vehicle driver's license (大型自動車免許).
3. 3. Must possess a valid certificate for operation of Forklifts with a lifting capacity of less than 3 ton (フォークリフト運転技能講習修了証/最大荷重3トン以下).
4. 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).

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

1. Working knowledge of 2nd class automotive mechanics, repair, tune-ups, and automotive body repair.
2. Ability to use a tire changing machine, repair, and replace heavy vehicle tire weighing up to 50lbs (23kg).
3. Ability to troubleshoot various automotive mechanical systems and equipment.
4. Ability to use and maintain trade-specific tools and equipment.
5. Ability to operate tire mounter/demounter and wheel balancer.
6. Ability to interpret job-related instructions, specifications, blueprint readings and schematics.
7. Basic computer skills are 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 available to work unscheduled overtime, when required.
3. Must be physically fit to perform the duties above.
4. Must be physically capable of bending, stooping, and/or standing for a long period of time.

5. Must be able to lift minimum of twenty-five (25) kilogram in weight.
6. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of 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 0730-1615 (40 hours per week) Recess 1130-1215

Designated Rest Days: Saturday and Sunday

**タイムイングレード/Time in Grade (TIG)**

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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**

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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><b>Fuel Distribution System Mechanic Foreman A, MLC-2414</b></p> <p><b>BWT: 2-8 LPL: Pre-1 (Minimal)</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent/Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>USAG Okinawa, DPW, O&amp;M Division, Utility Branch, POL Section, Chimuwan [PW26-33]</b></p> <p><b>If you have applied to #11-JESO-26, no need to resubmit your application.</b></p> <p><b>#11-JESO-26 にご応募済の場合、再度ご応募する必要ありません。</b></p>
<p><b>職務内容/Duties:</b></p> <p>Performs the full range of working leader duties and provides instruction to workers. Establishes deadlines and priorities based on schedules, methods, and policies. Adjust work schedules to support the mission of DPW and supported units. Determines required supplies and equipment and assigns work accordingly. Explains management goals and policies to subordinates in assigned areas. Assists the supervisor by serving as a group pacesetter, maintaining discipline, enforcing safety and housekeeping rules, and ensuring accountability of tools, equipment, and supplies. Provides support in planning work, assigning projects, explaining work assignments and unusual steps or processes, and reviewing completed work. Plans personnel, equipment, and material requirements for future work based on priorities set by superiors. Ensures staff understand proper and safe operation of potentially hazardous equipment and briefs personnel on correct procedures. Attends work group meetings and relays instructions received from U.S. supervisors. Starts work operations by assigning immediate tasks to individuals or groups. Reports to the supervisor on work status, progress, and causes of delays. Answers supervisor questions regarding overall work operations and issues encountered. Conducts routine maintenance inspection of all Army above and below ground fuel storage tanks, Opens tank hatches to assist DPW contractor who performs annual tank tightness testing, Repairs, overhauls, cleans out, r-labels, repaints and or replaces tank and /or related components. Inspects fuel lines from the Fuel tank to equipment requiring the fuel, boilers, pumps etc, Fabricates piping and parts as job requires, With close coordination and excellent working relationship with Defense Logistics Agency (DLA) Energy Okinawa personnel, pumps fuel tanks to remove sludge, Performs closed valve type hydrostatic test on piping section, as required. Check liquid level gauges on tanks repair or replace. Operates government vehicle from/to work locations to conduct work assignments. Maintenance and Repair of POL (Petroleum, Oil, and Lubricant) system fabricates and repairs stairs, ladders, handrails, platforms and catwalks for tanks. Repairs and replaces pipeline pipe sections, pig launchers, pipeline, pipe spools, fittings and flanges. Fabricates piping and parts as job requires, Fabricates elbows, cradles, stand traps, weirs and hatch covers for pipeline and tank farm complexes. Performs closed</p>	

Valve hydrostatic test on pipeline sections. Maintains close coordination, high levels of customer service and excellent working relationships with the DLA Energy Okinawa Personnel. Maintenance and Repair of Single Point Monobuoy, and Other Fuel Systems Repairs the single Monobuoy and the 3-legged mooring system. Fabricates piping and parts as job requires, Performs pressure test for submarine and floating hoses, Removes and replaces floating and submarine hoses. Maintains close coordination, high levels of customer service and excellent working relationships with the DLA Energy Okinawa Personnel. Performs other duties as assigned.

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

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

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

Must be able to read, write, and speak English at Minimal Level (LPL Pre-1).

**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 GOJ driver's license (Manual Transmission ・ マニュアル車).
2. Must possess or be able to obtain a GOJ forklift license maximum weight capacity more than 1 ton (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 possess or be able to obtain a GOJ Small Mobile Crane Operator's license (小型移動式クレーン技能講習修了証)

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

1. Ability to read and interpret blueprints, sketches, and job orders.
2. Knowledge of trade equipment (i.e, hand and power tools)
3. High school graduate is preferred.

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

1. Frequently, the employee will be exposed to unpleasant conditions such as dust, dirt, fumes, excessive noise, vibration, and heat and the employee will be vulnerable to cuts, bruises, burns, and broken bones. To minimize the dangers from these conditions, various protective devices will be provided.
2. May be exposed to inclement weather and may be required to work outdoors under the severe weather conditions.
3. May be exposed to chemicals and fuels coming in contact with exposed skin.
4. Must be able to enter confined spaces.
5. Must be physically capable of bending, kneeling, and working in awkward position for a long period of time.
6. Must be able to frequently lift and carry items weighting up to 23 kilograms (50lbs).
7. Must be able to work outside in all types of weather.
8. Must be able to obtain and maintain GOV driver's license.
9. Must be in good physical condition to perform all assigned duties listed in the PD.

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

**タイムイングレード/Time-in-Grade (TIG)**

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**応募方法/How to apply:**

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<p><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b> <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number <b>14-JESO-26</b></p> <p>募集期間/Opening Period <b>8 – 14 April 2026</b></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><b>MWR Program Aid MLC-186</b></p> <p><b>BWT-1 Grade-3 LPL-2</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status <b>Permanent / Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location) <b>USAG-Okinawa</b> <b>DFMWR, Torii Beach Outdoor Recreation,</b> <b>Torii Station</b> <b>[MWR-26-17]</b></p>
<p><b>職務内容/Duties</b></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><b>必要応募資格基準/Minimum Qualification Standards (MQS) Requirement</b></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><b>必要応募資格基準/Minimum Qualification Standards (MQS) Requirement:</b></p> <p>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**

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。

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<p><b>在日米陸軍 日本人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National positions</b></p>	<p>空席広報番号/Announcement Number  <b>14-JESO-25</b></p> <p>募集期間/Opening Period  <b>8 – 14 April 2026</b></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。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></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><b>Heavy Crane Operator MLC-2133</b></p> <p><b>BWT-2 Grade-7 LPL-0</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Limited Term Employment (LTE) (期間限定)</b>  <b>Not to exceed 31 May 2026</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>USAG Okinawa, DPW, O&amp;M Division, B&amp;G Branch, R&amp;G Section, Torii Station</b>  <b>[PW26-04]</b></p>
<p>Operates truck-mounted, mobile lattice boom, and telescoping boom cranes of all sizes. Surveys loads and work sites to ensure safety and makes calculations using crane load charts to determine the net load that can be lifted. Conducts pre-operational inspections of cranes and all lifting hardware, reviews operating practices and procedures, and performs crane set-up. Prepares rigging to be used and operates cranes on both land and water. Reviews technical manuals, equipment operating manuals, and vehicle/equipment safety manuals to ensure compliance with established standards. Ensures equipment is properly maintained. Performs daily operator-level maintenance on cranes and other engineer equipment, and conducts scheduled preventive maintenance. Inspects and load-tests rigging and lifting hardware to verify safety and reliability. Operates other engineer equipment as required, including graders, loaders, excavators, wreckers, rollers, digger derricks, and ditching machines. Operates light and heavy wheeled vehicles for the transportation of personnel and equipment. Serves as ground guide and rigger in assisting other crane operators during operations. Performs other related or incidental duties as assigned to support mission requirements. Operates government vehicle from/to work locations to conduct work assignment.</p> <p>Performs other related or incidental duties as assigned.</p>	
<p><b>必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:</b>  Must have specialized experience in the related work at the next lower grade (BWT 2-6) or equivalent level.</p> <p><b>要求される語学能力級/Required Language Proficiency Level (LPL):</b>  There is no English Language Proficiency Level (LPL) assigned to this position. However, LPL 1 is highly desirable.</p> <p><b>要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:</b></p> <ol style="list-style-type: none"> <li><u>Crane operation license (移動式クレーン運転士)</u></li> <li><u>Class-1 Heavy vehicle driver's license .(第1種大型運転免許)</u></li> <li><u>Class-1 Heavy Special vehicle driver;s license. (第1種大型特殊運転免許)</u></li> </ol>	

4. Skill training course for the operation of Vehicle-type construction Machine (for Grounding, Transporting, Loading and Excavating) (operating weight is more than 3 ton). (車両系建設機械：整地、運搬、積み込み用及び掘削用) 運転技能講習修了証—機械重量 3 トン以上).
5. Rigger Skill training course. (玉掛技能講習修了証).
6. Must possess or be able to obtain below indicated GOJ issued licensures/certifications.
- Bucket truck license.(高所作業運転技能講習修了証)
  - Towing License (けん引免許) □
  - Forklift operator' s licenses-ore than 1 ton. (フォークリフト運転技能講習修了証— 1 トン以上)
  - Skill training cours the operation of vehicle-type construction Machine(for Foundation Work) 車両系建設機械 (基礎工事用) 運転技能講習修了証

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

Two years of experience working with cranes and heavy equipment is highly desirable.

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

- Must be physically fit to perform all assigned duties.
- Must be physically fit to accomplish lifting and landing items up to 40kg.
- Good physical condition (good eyesight and hearing etc.)
- Work schedule may change depending on the mission requirement.
- Must be able to work outside of normal duty hours when required/directed.
- Must be able to obtain and maintain GOV driver's license.
- This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

**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-2 Grade-6) 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.)
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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> <ul style="list-style-type: none"> <li><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</li> <li><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</li> <li><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)</li> <li><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.</li> </ul> <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。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></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><b>Automotive Equipment Inspector MLC-2033</b>  <b>BWT-2 Grade-8 LPL-1</b></p> <p><b>Automotive Equipment Inspector, Foreman A MLC-2033</b>  <b>BWT-2 Grade-9 LPL-2</b></p> <p><b>This position may be filled at 2-8 or 2-9 grade level depending on the certification, qualification and training of the applicant.</b></p> <p style="text-align: center;"><b>沖縄県外からの応募者のみ</b>  <b>↓ 応募書類をメールにてご提出ください。</b>  <b>Applicants from outside of Okinawa may submit the required documents to the email address below.</b></p> <p style="text-align: center;"><b>usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status  <b>Permanent/Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location)  <b>403d AFSB</b>  <b>Logistics Readiness Center Okinawa</b>  <b>Maintenance Division</b>  <b>(Torii Station)</b>  <b>[LRC-049-22]</b></p>
<p><b>職務内容/Duties</b></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><b>BWT-2 Grade-8 (Trainee Level):</b> 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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- 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.

<p>在日米陸軍日本人事務所 沖縄支部 求人案内</p> <p><b>U.S. Army Japanese Employment Services Office (JESO) Okinawa</b> <b>Vacancy Announcement for Local National positions</b></p>	<p>空席広報番号/Announcement Number <b>#14-JESO-26</b></p> <p>募集期間/Opening Period <b>8 - 14 April 2026</b></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以外は応募できませんのでご注意ください。 <b>Current USJF employees who are outside the area of consideration will not be considered.</b></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><b>Sales Checker, IHA-0241, BWT 1-3, LPL: 1</b></p> <p><b>This is a Limited Term Employment (LTE) position not to exceed 31 May 2026. The employment may be extended without further competition.</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: <b>LTE NTE 31 May 2026 (期間限定)</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location): <b>Food, Beverage, &amp; Entertainment, DFMWR, USAG-O, Torii Station [MWR 26-21]</b></p>
<p>Responsible for ensuring cash handling procedures are accurate. Operating Rec-Trac (point of sale register) system accordingly, totals purchases into the system, receives cash, makes change, and verifies change fund and amount of currency received during an assigned shift. Individually inputs item codes and/or prices when items do not properly scan. totals purchases and collects, validates, and processes payment including cash, checks, debit and credit card transactions, electronic benefits transfer transactions, and coupons. Receives a cash fund for the register manages the registers ensuring proper amounts of cash and coins are available and turns in an equal amount plus all monies received during the day. Total sales on Daily Activity Report and checks against cash on hand. Records sales and makes change and/or prepares charge slips. Assists customers by answering questions concerning prices, identification, and location of items, etc. Change register tape, and cleans routine equipment and scanning jams on registers. Performs a variety of food-line duties including selling and serving food and beverages. Receives orders by phone. Ensures adequate stock levels are maintained. Restocks beverages, condiments, and napkins before and at the end of the shift. Arranges storage areas in a neat and orderly manner, including tablecloths, napkins, and supplies. Assists in setting up for catering, parties, functions, and special events. Displays the service area appropriately. Cleans, sweeps, and maintains trash-bin areas in compliance with sanitary requirements. Supports various special events throughout the year. Handles manual cash registers as required. Helps prepare event sites. Operates a Government Vehicle when necessary. Perform other related or incidental duties as assigned.</p>	
<p><b>必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:</b></p> <p>1. Must have at least six months of general experience OR high school completion or equivalent.</p> <p><b>要求される語学能力級/Required Language Proficiency Level (LPL):</b></p> <p>1. Ability to speak, read and write English at elementary proficiency LPL: 1. However, LPL:2 is highly preferred.</p>	
<p><b>要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA):</b></p> <p>1. Practical knowledge of method and procedure for ordering, issuing, and storing food item with sanitation procedures.</p> <p>2. Quality of experience in the same line of work or experienced in the related field.</p>	

**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. Must be able to work outside of normal duty hours when required/directed.
3. Must be able to work on weekends, evening shift and Holidays (American and Japanese Holidays)
4. Must be able to travel to other outlining facilities from the sister service to set up, work and dismantle special events.

**勤務時間/Work Schedule:**

Sun to Sat - Irregular (40 Hours Per Week): (1) 0615-1500, (2) 0700-1545, (3) 1000-1845, (4) 1130-2015, (5) 1500-2345 (Recess: 45 min)

**\*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><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>#14-JESO-26</b></p> <p>募集期間/Opening Period  <b>8 – 14 April 2026</b></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。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></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><b>Sheetmetal Worker MLC-2263</b></p> <p><b>BWT: 2-7 LPL: 0</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Limited Term Employment (LTE) (期間限定)</b>  not to exceed 11 September 2026 / Full Time</p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>USAG Okinawa, DPW, O&amp;M Division, B&amp;G Branch, Metal Section, Torii Station [PW26-30]</b></p>
<p><b>職務内容/Duties:</b></p> <p>Performs full range of metalworking skills and techniques associated with new installation, repair, maintenance and fabrication of metal fixtures. Selects tools, materials and equipment required and completes assignments given by supervisor, utilizing the full range of trade techniques and work methods. Fabricates, assembles, alters, and repairs sheet-metal parts, fixtures, and articles using shop tools such as power saws, shears, punches, rollers, and press brakes. Uses hand tools and machine tools common to the trade. Performs field work involving the assembly, alteration, repair, and installation of parts, fixtures, and other items fabricated in the shop, including ductwork, exhaust hoods, vents, louvers, grills, gutters, downspouts, and metal flashing. Cuts raw metal stock such as pipes, iron and steel bars, and sheet metal to prescribed sizes based on drawings, sketches, measurements, patterns, or instructions. Repairs and fabricates parts by forging, shaping, brazing, and related methods. Operates government vehicle from/to work locations to conduct work assignments. Performs layout work from drawings, sketches, samples, or by taking measurements of project. Determines the type of material and the required capacity, volume, or shape of the sheet metal article. Uses parallel line, radial line, and triangulation methods of pattern development and performs necessary shop calculations. Cleans and maintains tools, equipment, work sites, and the shop to ensure safe and efficient operations.</p> <p>Performs other duties as assigned.</p>	
<p><b>必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:</b>  Must have at least one year of specialized experience at next lower grade level or equivalent.</p> <p><b>要求される語学能力級/Required Language Proficiency Level (LPL):</b>  Required Language Proficiency Level: 0</p> <p><b>要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:</b></p> <ol style="list-style-type: none"> <li>1. <u>Must have a GOJ driver's license (Manual Transmission ・マニュアル車, 準中型免許5トン未満).</u></li> <li>2. Must possess or be able to obtain a Gas Welding certification (ガス溶接技能講習取得可能な方).</li> </ol>	
<p><b>要求される知識・スキル・能力/Required Knowledge, Skill, and Ability (KSA)</b></p>	

1. Knowledge of the standard methods, procedures, and techniques of sheet metal operations.
2. Practical knowledge of drawing and blueprints.
3. Practical skill of fabrication, assembly, alteration, and repair of metal products with tools.
4. Basic knowledge of computer use.

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

1. Must be physically fit to perform all assigned duties listed in the PD.
2. Must be able to bend and lift items up to 40kg frequently.
3. Must be available for overtime as necessary.
4. May be required to work outside of normal duty hours when requested.
5. Must be able to work at great heights (approx. 30ft) under extreme weather conditions.
6. Must be able to obtain and maintain GOV driver's license.
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 US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

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

**タイムイングレード/Time-in-Grade (TIG)**

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:**

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<p><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>14-JESO-26</b></p> <p>募集期間/Opening Period  <b>8 – 14 April 2026</b></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。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></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><b>Accounting Technician MLC-1007</b></p> <p><b>BWT-1 Grade-4 LPL-2</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status  <b>Limited Term Employment (LTE) (期間限定)</b>  not to exceed 25 August 2026 / Full Time</p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location)  <b>U.S. Army Garrison Okinawa, DFMWR</b>  <b>Business &amp; Recreation Divion, Torii Station</b>  <b>[MWR-26-18]</b></p>
<p><b>職務内容/Duties</b></p> <p>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&amp;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</p>	

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)**

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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 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。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></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><b>Travel Clerk MLC-234</b>  <b>BWT-1 Grade-4 LPL-3</b></p> <p><b>This is a Limited Term Employment (LTE) position not to exceed 30 April 2026. The employment may be extended without further competition.</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Limited Term Employment (LTE) (期間限定)</b>  /Full-Time</p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>403d AFSB</b>  <b>LRC Okinawa</b>  <b>Transportation Division</b>  <b>(Torii Station)</b>  <b>[LRC-026-26]</b></p>
<p><b>職務内容/Duties</b></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

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.

<p><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>14-JESO-26</b></p> <p>募集期間/Opening Period  <b>8 – 14 April 2026</b></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。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></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><b>Engineering Technician (Civil) MLC-310</b>  <b>BWT-1 Grade-5 LPL-2</b></p> <p><b>Engineering Technician (Civil) MLC-384</b>  <b>BWT-1 Grade-6 LPL-2</b></p> <p><b>Engineer (Civil) MLC-525</b>  <b>BWT-1 Grade-7 LPL-2</b></p> <p><b>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.</b></p> <p><b>沖縄県外からの応募者のみ</b>  <b>↓応募書類をメールにてご提出ください。</b>  <b>Applicants from outside of Okinawa may submit the required documents to the email address below.</b></p> <p><b><a href="mailto:usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil">usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</a></b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status  <b>Permanent / Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location)  <b>U.S. Army Corps of Engineers - Japan District</b>  <b>Engineering Division</b>  <b>(Camp Foster)</b>  <b>[OM-22-22]</b></p>
<p><b>職務内容/Duties</b></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><b>BWT-1 Grade-5 (Trainee Level):</b> 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**

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<p><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>14-JESO-26</b></p> <p>募集期間/Opening Period  <b>8 – 14 April 2026</b></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。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></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><b>Storage Specialist MLC-205</b>  <b>BWT-1 Grade-5 LPL-2</b></p> <p><b>This is a Limited Term Employment (LTE) position not to exceed 20 June 2026. The employment may be extended without further competition.</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status  <b>Limited Term Employment (LTE) (期間限定)</b>  Full-Time</p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location)  <b>10th Support Group</b>  <b>Ammo Depot.</b>  <b>(Chibana)</b>  <b>[ADO-PA-16-25]</b></p>
<p><b>職務内容/Duties</b></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.

<p><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>14-JESO-26</b></p> <p>募集期間/Opening Period  <b>8 – 14 April 2026</b></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。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></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><b>Engineer (Civil) MLC-541</b></p> <p><b>BWT-1 Grade-8 LPL-2</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status  <b>Permanent / Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location)  <b>U.S. Army Corps of Engineers - Japan District</b>  <b>Engineering Division</b>  <b>(Camp Foster)</b>  <b>[OM-23-25]</b></p>
<p><b>職務内容/Duties</b></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><b>在日米陸軍 日本人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>14-JESO-26</b></p> <p>募集期間/Opening Period  <b>8 – 14 April 2026</b></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。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></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><b>Engineer Technician (Mechanical) MLC-384</b>  <b>BWT-1 Grade-6 LPL-2</b></p> <p><b>Engineer (Mechanical) MLC-525</b>  <b>BWT-1 Grade-7 LPL-2</b></p> <p><b>This position may be filled at 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant.</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent / Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>U.S. Army Corps of Engineers</b>  <b>Japan District</b>  <b>Engineering Division</b>  <b>Okinawa Engineering Design Branch</b>  <b>(Camp Foster)</b>  <b>[OM-26-25]</b></p>
<p><b>職務内容/Duties</b></p> <p><b>BWT-1 Grade-6</b> (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><b>BWT-1 Grade-7</b> (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><b>在日米陸軍 日本人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>14-JESO-26</b></p> <p>募集期間/Opening Period  <b>8 – 14 March 2026</b></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。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></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><b>Engineer (Civil) MLC-541</b></p> <p><b>BWT-1 Grade-8 LPL-2</b></p> <p><b>This is a Limited Term Employment (LTE) position not to exceed two (2) year</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>LTE NTE 2-Year (期間限定) / Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>U.S. Army Corps of Engineers Japan District</b>  <b>Engineering Division</b>  <b>Okinawa Engineering Design Branch</b>  <b>(Camp Foster)</b>  <b>[OM-15A-23]</b></p>
<p><b>職務内容/Duties</b></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.)
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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><b>Engineer (Civil) MLC-541</b></p> <p><b>BWT-1 Grade-8 LPL-2</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status <b>Permanent / Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location) <b>U.S. Army Corps of Engineers - Japan District</b> <b>Engineering Division</b> <b>(Camp Foster)</b> <b>[OM-19-25]</b></p>
<p><b>職務内容/Duties</b></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)

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#### タイムイングレード / Time in Grade (TIG)

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

- 事前質問票/ Pre-Employment Inquiries
- 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>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><b>Engineering Technician (Architectural) MLC-310</b> <b>BWT-1 Grade-5 LPL-2</b></p> <p><b>Engineer Technician (Architectural) MLC-384</b> <b>BWT-1 Grade-6 LPL-2</b></p> <p><b>Engineer (Architectural) MLC-525</b> <b>BWT-1 Grade-7 LPL-2</b></p> <p><b>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.</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status <b>Permanent / Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location) <b>U.S. Army Corps of Engineers - Japan District</b> <b>Engineering Division</b> <b>(Camp Foster)</b> <b>[OM-51-24]</b></p>
<p><b>職務内容 / Duties</b></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><b>BWT-1 Grade-5 (Trainee Level):</b> 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.

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

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

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

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

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

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

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

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

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

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

Language Proficiency Level 2: Average proficiency

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

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

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

Experience working in an architectural design firm is desirable.

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

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

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

#### **勤務時間 / Work Schedule**

Monday-Friday (40 hours per week)

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

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.

<p><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>14-JESO-26</b></p> <p>募集期間/Opening Period  <b>8 – 14 April 2026</b></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。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></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><b>Engineering Technician MLC-384</b>  <b>BWT-1 Grade-6 LPL-2</b></p> <p><b>Engineer (Electrical) MLC-525</b>  <b>BWT-1 Grade-7 LPL-2</b></p> <p><b>This position may be filled at 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant.</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent / Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>U.S. Army Corps of Engineers, Japan District,</b>  <b>Engineering Division,</b>  <b>Okinawa Engineering Design Branch</b>  <b>(Camp Foster)</b>  <b>[OM-52-24]</b></p>
<p><b>職務内容/Duties:</b></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><b>BWT-1 Grade-6 (Trainee Level):</b> 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><b>BWT-1 Grade-7 (Full-Performance Level):</b> 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):**

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

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

**応募方法/How to apply:**

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

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.

<p><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>14-JESO-26</b></p> <p>募集期間/Opening Period  <b>8 – 14 April 2026</b></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。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></p>	
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<p><b>職務内容/Duties:</b></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><b>BWT-1 Grade-6 (Trainee Level):</b> 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><b>BWT-1 Grade-7 (Full-Performance Level):</b> 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.

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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.**

**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.
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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。

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<p><b>在日米陸軍 日本人事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>14-JESO-26</b></p> <p>募集期間/Opening Period  <b>8 – 14 April 2026</b></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。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></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><b>Engineer (General/PW) MLC-525</b></p> <p><b>BWT-1, Grade-7, LPL-2</b></p> <p style="text-align: center;"><b>沖縄県外からの応募者のみ</b>  ↓ 応募書類をメールにてご提出ください。  <b>Applicants from outside of Okinawa may submit the required documents to the email address below.</b></p> <p style="text-align: center;"><b>usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent/Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>USAG Okinawa, Directorate of Public Works (DPW), Engineering Division, (Torii Station)</b>  <b>[PW-21-40]</b></p>
<p><b>職務内容/Duties:</b></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; <b>General</b> 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):**

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- 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:**

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

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

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**タイムイングレード / Time in Grade (TIG):**

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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><b>Engineer (Mechanical) MLC-525</b></p> <p><b>BWT-1 Grade-7 LPL-2</b></p> <p style="text-align: center;"> <span style="background-color: #00FF00; padding: 2px;">沖縄県外からの応募者のみ</span>  <span style="background-color: #00FF00; padding: 2px;">応募書類をメールにてご提出ください。</span>  <span style="background-color: #00FF00; padding: 2px;">Applicants from outside of Okinawa may submit the required documents to the email address below.</span>  <span style="background-color: #00FF00; padding: 2px;">usarmy.torii.usarj.mesg.g1-jeso-okl-stff-and-clss@army.mil</span> </p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent/Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>U.S. Army Garrison (USAG) Okinawa,  Directorate of Public Works (DPW)  Engineering Division  (Torii Station)  [PW24-20]</b></p>
<p><b>職務内容/Duties:</b></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&amp;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)
- 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 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.

<p><b>在日米陸軍 日本人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>14-JESO-26</b></p> <p>募集期間/Opening Period  <b>8 – 14 April 2026</b></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。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></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><b>Engineer (Civil) MLC-525</b></p> <p><b>BWT-1 Grade-7 LPL-2</b></p> <p style="text-align: center;"> <span style="background-color: #00FF00;">沖縄県外からの応募者のみ</span>  <span style="background-color: #00FF00;">応募書類をメールにてご提出ください。</span>  <span style="background-color: #00FF00;">Applicants from outside of Okinawa may submit the required</span>  <span style="background-color: #00FF00;">documents to the email address below.</span>    <span style="background-color: #00FF00;">usarmy.torii.usarj.mesg.g1-jeso-okl-stff-and-clss@army.mil</span> </p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent/Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>U.S. Army Garrison (USAG) Okinawa</b>  <b>Directorate of Public Works (DPW)</b>  <b>Engineering Division</b>  <b>(Torii Station)</b>  <b>[PW23-06]</b></p>
<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&amp;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 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.
2. Good communication skills in English and Japanese.
3. Must have good computer skills (CAD, Windows, MS Office, etc.).
4. Sufficient work experience with coordination skill used in US military installations to lead other architects/engineers.

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

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

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

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

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

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

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<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。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></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><b>Engineer (Architectural) MLC-525</b></p> <p><b>BWT-1 Grade-7 LPL-2</b></p> <p style="text-align: center;"> <span style="background-color: #00FF00;">沖縄県外からの応募者のみ</span>  <span style="background-color: #00FF00;">応募書類をメールにてご提出ください。</span>  <span style="background-color: #00FF00;">Applicants from outside of Okinawa may submit the required documents to the email address below.</span>    <span style="background-color: #00FF00;">usarmy.torii.usarj.mesg.g1-jeso-okl-stff-and-clss@army.mil</span> </p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent/Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>U.S. Army Garrison (USAG) Okinawa</b>  <b>Directorate of Public Works (DPW)</b>  <b>Engineering Division</b>  <b>(Torii Station)</b>  <b>[PW24-49]</b></p>
<p><b>職務内容/Duties:</b></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&amp;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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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.
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**\*応募時に提出するもの/Documents Required to Apply (Applications and Other Documents):**

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

**応募方法/How to apply:**

必要提出書類を締切日までに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.

<p><b>在日米陸軍 日本人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>14-JESO-26</b></p> <p>募集期間/Opening Period  <b>8 – 14 April 2026</b></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。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></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><b>Engineering Technician (Mechanical) MLC-384</b>  <b>BWT-1 Grade-6 LPL-2</b></p> <p><b>Engineer (Mechanical) MLC-525</b>  <b>BWT-1 Grade-7 LPL-2</b></p> <p><b>This position may be filled at 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant.</b></p> <p><b>沖縄県外からの応募者のみ  応募書類をメールにてご提出ください。  Applicants from outside of Okinawa may submit the required documents to the email address below.</b></p> <p><b><a href="mailto:usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil">usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</a></b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent/Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>U.S. Army Corps of Engineers</b>  <b>Japan District</b>  <b>Okinawa Engineering Design Branch</b>  <b>(Camp Foster)</b>  <b>[OM-29-24]</b></p>
<p><b>職務内容/Duties:</b></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><b>BWT-1 Grade-6 (Trainee Level):</b> Under the closer than normal supervision of the supervisor or senior engineers, the incumbent serves as a trainee, performs technician type engineering work in <b>Mechanical</b> 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><b>BWT-1 Grade-7 (Full-Performance level):</b> 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)

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