

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  
19-JESO-25

(2025 年 5 月 14 ~ 20 日)

**Announcement period is from 14 to 20 May 2025**

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
Vehicle Driver [SSPCLEN25-07] 車両運転手	Stars and Stripes Pacific	2-5	1	MLC	5/14/2025
Fuel Distribution System Operator [DLAE-328-10P-PWO] 燃料配給組織操作工	DLA Energy Okinawa	2-7	2	MLC	5/14/2025
Mason or Bricklayer Foreman B [PW24-56] 石工又はれんが積み工（フォーマン B）	USAG Okinawa DPW	2-9	1	MLC	5/14/2024
Administrative Specialist [PW25-32] 管理専門職	USAG Okinawa DPW	1-4	2	MLC	5/14/2025
Engineer Technician (Architectural) [OM-51-24] エンジニアリング専門職（適応専門業務）＊	U.S. Army Corps of Engineers	1-5 (1-6) (1-7)	2 (2) (2)	MLC	5/7/2025
Automotive Mechanic [LRC-040-25] 自動車機械工	403d AFSB LRC Okinawa	2-7	0	MLC	4/23/2025
Construction Representative [OM-33-24] [OM-35-24] 建設検査主任職 ＊ Effective Date 1/1/2026 勤務開始日 2026 年 1 月 1 日	U.S. Army Corps of Engineers	1-5 (1-6) (1-7)	2 (2) (3)	MLC	4/23/2025
Heavy Duty Equipment Mechanic [LRC-039-25] 重量装置機械工	403d AFSB LRC Okinawa	2-7	0	MLC	4/16/2025
Marine Engineman [DLAE-8-MEM-OTS] 船舶機関士	DLA Energy Okinawa	2-7	0	MLC	4/16/2025
Deck Hand, Port Services [DLAE-8-DHPS-OTS] 甲板員（港湾業務）	[DLAE-8-OLR-MLC] DLA Energy Okinawa	2-5	0	MLC	4/16/2025
Dental Hygienist [DENTAC-J 25-01] 歯科衛生職	Dental Health Activity Japan	5-3	2	MLC	4/16/2025
Electrician Foreman B [PW24-14] 電気工（フォーマン B）	USAG Okinawa DPW	2-9	1	MLC	1/29/2025
Engineering Technician [OM-52-24] エンジニアリング専門職（適応専門業務）＊	U.S. Army Corps of Engineers	1-6 (1-7)	2 (2)	MLC	1/22/2025
Engineering Technician [OM-05-25] エンジニアリング専門職（適応専門業務）＊	U.S. Army Corps of Engineers	1-6 (1-7)	2 (2)	MLC	1/22/2025
Engineer (General) [PW-21-40] エンジニア（一般）	USAG Okinawa DPW	1-7	2	MLC	1/15/2025
Engineer (Mechanical) [OM-49-24] 技術職（適用専門業務）	U.S. Army Corps of Engineers	1-7	2	MLC	12/11/2024
Engineer (Fire Protection) [OM-01-25] 技術職（適用専門業務）	U.S. Army Corps of Engineers	1-7	2	MLC	12/11/2024
Engineering Technician (Telecommunications Systems) エンジニアリング専門職（テレコム） [78SBO-31-23]	78th Signal Battalion, S3	1-7	4	MLC	12/11/2024
Engineer (Mechanical) [PW24-20] エンジニア（機械）	USAG Okinawa DPW	1-7	2	MLC	8/28/2024
Engineer (Civil) [PW23-06] エンジニア（土木）	USAG Okinawa DPW	1-7	2	MLC	8/28/2024

Engineer (Arch) 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
Engineering Technician (Civil) エンジニア（土木）＊	<b>[OM-22-22]</b>	U.S. Army Corps of Engineers	1-6 (1-7)	2 (2)	MLC	7/17/2024
Engineer (Civil) エンジニア（土木）＊	<b>[OM-36-21]</b>	U.S. Army Corps of Engineers	1-8 (1-9)	2 (3)	MLC	6/19/2024
Automotive Equipment Inspector Foreman A 自動車装置検査工（フォーマン A）	<b>[LRC-049-22]</b>	403d AFSB LRC Okinawa	2-9	2	MLC	8/30/2023

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

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

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

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

#### 職種への応募方法:

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

- 投函箱—1. トリイステーション、メインゲート（ゲート1）、警備室から道を挟んで向かいの地図看板付近  
2. トリイステーション、在日米陸軍人事務所建物（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></p> <p><b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number <b>19-JESO-25</b></p> <p>募集期間/Opening Period <b>14-20 May 2025</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。</p> <p><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</p> <p>Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Vehicle Driver MLC-2293</b></p> <p><b>BWT-2 Grade-5 LPL-1</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>Stars and Stripes Pacific</b> <b>(Camp Foster)</b> <b>[SSPCLEN25-07]</b></p>
<p><b>職務内容/Duties</b></p> <p>Works under the general direction of the Newspaper Shipment Supervisor and Vehicle Driver Foreman A. The Supervisor assigns the work with instructions only for new, difficult, or unusual aspects of the work. The employee performs all work independently in accordance with the established procedures. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Transports newspapers, products, materials, and staff securely to areas where they are needed. Ensures that products and passengers are protected and secured. Loads the cargoes on the Official Vehicles (OV), confirms quantity on the shipping manifest, and brings back the hand receipt. Ensures timely conveyance of staff and materials to and from places as instructed. Performs as Company Driver in Okinawa Area Office for on and off bases in Okinawa. Reports any instance of mishap or accident, injury or damage of vehicles to the Newspaper Shipment Supervisor or the Engagement (EN) Manager. Delivers and distributes newspapers, community papers, tabloids, and other publications, or printed products to customers on and off base as instructed. Replaces daily newspaper, collects unsold newspaper (return) and cash from the newspaper vending machines. Performs Total Market Coverage paper delivery and collection/clean up of the paper as assigned. Displays rack cards, corner cards, and refills any other promotional materials or magazines on vending machines/racks as required. Counts cash and unsold newspapers collected from the newspaper vending machines, enters the amount on the run sheet, confirms with outlets for quantity on daily newspaper log sheet. Cuts off the mastheads on the Stars and Stripes for audit purposes. Monitors conditions of vending machines, and maintains them clean and operational. Performs the daily maintenance &amp; inspections on the OV in compliance with Army vehicle regulations and Stars and Stripes Pacific (SSP) Standard Operating Procedures (SOP) for vehicle utilization. Keeps all records; Records Petroleum, Oils and Lubrications (POL) consumption. Keeps up a travel log to record areas traveled to, travel time, and mileage on Motor Utilization Record. Ensures that OVs are kept perfect and clean at all times by washing both the inside and outside parts of the vehicle. Washes daily and waxes the vehicles weekly. Performs other related or incidental duties as assigned.</p>	

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

Must have trade and/or other manual work experience.

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

Language Proficiency Level 1: Elementary proficiency

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

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 of the vehicle to operate the vehicle safely on the way to and from the delivery destination.
2. Knowledge of traffic rules and regulations.
3. Skill to read and understand installation maps and other locator documents for finding various buildings and facilities.
4. Ability to effectively communicate in English orally.

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

1. Excellent health condition and be capable of lifting heavy stacks of newspaper and boxes of publication up to 25kg.
2. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
3. Must be available to work unscheduled overtime, when required.
4. Must be able to work on Saturdays, Sundays, holidays, and overtime as required.
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**

40 Hours Per Week

Shift 1: 1230-2130 (Recess 1730-1830)

Shift 2: 0300-1200 (Recess 0800-0900)

**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-2 Grade-4) 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></p> <p><b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number <b>19-JESO-25</b></p> <p>募集期間/Opening Period <b>14-20 May 2025</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。</p> <p><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</p> <p>Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Fuel Distribution System Operator MLC-2449</b></p> <p><b>BWT-2 Grade-7 LPL-2</b></p> <p><b>*See below CONDITIONS OF EMPLOYMENT</b></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>Defense Logistics Agency Energy</b> <b>Indo-Pacific Okinawa</b> <b>(Chibana)</b> <b>[DLAE-328-1OP-PWO]</b></p>
<p><b>職務内容/Duties:</b></p> <p>Works under the direct supervision of the Fuel Distribution System Operator Foreman who assigns work in the Operations Division. The employee works as part of the Control Room team with a foreman directing the activities of the others and receives work assignments from the supervisor in the form of oral or written instructions and job orders. The employee independently plan, lay out, and complete assignments, choosing the most appropriate procedures from a variety of possible work methods. The supervisor provides advice on unusual problems and checks overall work for quality, accuracy, and compliance with plans, specifications, and trade standards. Initiates and controls the movement and storage of petroleum products through a fuel distribution system by using a computerized central control board, two-way radio and telephone communications. Independently and/or working with other operators, operates and monitors the computer system in the operation of the bulk receipt, storage, transfer and issue of petroleum products. Reviews, prepares and finalizes work orders provided by the supervisor. Observes system function in progress for purpose of fuel flow directions, velocity, volume, pressure and to locate potential and actual problems. Operates computer system for valve manipulation and fuel flow direction. Checks, observes and annotates system operation during the fuel movement process. Performs pre-operational operations and post-operational checks on system instruments for mechanical failure, or any other abnormalities. Reviews completed operation data recording for operation discrepancies and analyses to solve problems. Operates computer system and set up for daily operations. Monitors computer system for proper settings and trouble shoots for proper operations. Ensures system is operational and call in malfunctioning equipment. Maintains files and documents of daily system failures. Coordinates system malfunction with terminal and pipeline patrol personnel during duty hours. Monitors computer system and annotates hourly system status. Coordinates system malfunction with staff duty personnel for surveillance/repairs during non-duty hours. Operates two-way radio, telephones and communicates with terminal and pipeline patrol personnel. Operates and monitors closed circuit television. Coordinates with maintenance and contractor personnel for system checks. Travels to valve boxes for system read out verification. Operates government vehicle from/to work locations to conduct work assignments. Contacts maintenance personnel for the installation of air cartridges as needed. Performs other incidental or related duties as assigned.</p>	
<p><b>必要応募資格基準/Minimum Qualification Standards (MQS) Requirement</b></p> <p>Must have specialized experience in the related work at the next lower level. (BWT-2 Grade-6)</p>	

**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. Machinery, computerized system operator experience are acceptable.
2. Ability to communicate in English with Military personnel and U.S. Civilian via radio and landline.

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

1. Ability to establish effective professional working relationships with coworkers and customers, contributing to a cooperative working environment and successful accomplishment of the mission.
2. Must be available to work overtime when required.
3. May be required to work outside of normal duty hours when requested.
4. 24/7 shift schedule is mandated.
5. Must have healthy physical and mental state.
6. Must be able to obtain and maintain Military Motor Vehicle Operator'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 U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

**勤務時間/Work Schedule**

Shift 1: 0700-2000 (Recess: 1300-1400)

Shift 2: 1900-0800 (Recess: 0100-0200)

Work Days: 13 days and 4 hours in 4 (four) weeks

Designated Rest Days: 14 days and 4 hours in 4 (four) weeks

**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)
- ☒ 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></p> <p><b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number <b>19-JESO-25</b></p> <p>募集期間/Opening Period <b>14-20 May 2025</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 USAG-J Okinawa.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Mason or Bricklayer Foreman B MLC-2172</b> <b>BWT-2 Garde-9 LPL-1</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent/Full-Time</p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location): <b>U.S. Army Garrison Okinawa</b> <b>DPW O&amp;M Division</b> <b>B&amp;G Branch</b> <b>(Torii Station)</b> <b>[PW24-56]</b></p>
<p><b>職務内容/Duties:</b></p> <p>Serves as Mason or Bricklayer Foreman B with the full range of responsibilities. Supervises and directs subordinates in the different crafts within the Pavement and Grounds section of that branch. Works closely with Chief, Buildings and Grounds Branch in making daily work assignments. Inspects in method, inspects work performed, determines work practices and is charged with responsibility for planning personnel equipment and material requirements. Conducts safety training, on job training and necessary OJT. Prepares daily labor and equipment usage report. Reviews work orders and job orders. Studies blueprints and sketches to determine job requirements. Determines equipment and manpower requirements. Makes job equipment assignments, determining best method to accomplish the task. Assists in the inspection and data collection for installation Status Reports. Inspect Job Site for Work Performance, Quality and Safety Checks work sites daily to insure work is being performed safely. Check work sites to make sure quality work is being performed per specifications. Insures Proper Equipment Maintenance and Usage. Talks with customers, receives customer feedback and continues to look for better ways to improve shop assistance to customers. Operates government vehicle from/to work locations to conduct work assignments. Submits daily Labor and Equipment usage reports. Maintain subordinates personal file, AF Form 971. Approves subordinates leave and other personal requests. Properly maintain office files and reports. Reviews technical manuals, equipment operating manuals and safety manuals. Researches SOP, regulations and policies. 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></p> <p><u>Must have 1 year of specialized experience in the related work at the next lower level. AND 1 year Time-in-Grade (TIG) at the next lower grade.</u></p> <p><b>要求される語学能力級/Required Language Proficiency Level (LPL):</b> <u>Ability to speak, read and write English and Japanese at Elementary proficiency level (LPL: 1) is required.</u> However, LPL: 2 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> <u>Must have a valid GOJ driver's license (Manual Transmission is desirable)/普通自動車免許(マニュアル車が望ましい)</u></p>	

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

1. Must have ability to supervise and train subordinates.
2. Ability to communicate effectively in English and Japanese, both orally and in writing.
3. Knowledge to operate Computer (Microsoft Office, Outlook, Internet searches, etc.) to support administrative tasks.
4. Ability to manage overall direction and coordination of subordinate work activities and functions and implement sound personnel policies, practices, and procedures through subordinate supervisors.
5. Ability to plan and organize work assignments to determining resources required to accomplish the tasks/mission.
6. At least 4 years of working experience in the related field is desirable

**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, pull and carry items weighing up to 50 lbs. or heavier.
3. Must be able to work at great heights under extreme weather conditions.
4. Must be able to work outside of normal duty hours when required/directed.
5. Must be able to work overtime when requested.
6. Must be able to obtain 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.

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

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

- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 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 事前質問票/ Copies of License(s) and/or Certificate(s)

**応募方法/How to apply:**

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<p><b>在日米陸軍日本人事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japanese Employment Services Office (JESO) Okinawa</b></p> <p><b>Vacancy Announcement for Local National positions</b></p>	<p>空席広報番号/Announcement Number <b>19-JESO-25</b></p> <p>募集期間/Opening Period <b>14 - 20 May 2025</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。 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>Administrative Specialist</b></p> <p><b>MLC-9, BWT: 1-4, 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-O, DPW, BOI Division, Torii Station [PW25-32]</b></p>
<p><b>職務内容/Duties:</b></p> <p>Serves as a source of information concerning assigned clerical functions, offering guidance and assistance as needed. Answers phone calls promptly, provide requested information, and take detailed messages to ensure effective communication. Coordinates visitor inquiries and refer them to the appropriate offices or personnel for further assistance. Provides clerical support during meetings and other events by preparing materials and ensuring smooth logistics. Receives and process incoming correspondence and other documents with accuracy and attention to detail. Creates and maintains organized records and files to support efficient retrieval and use of information. Researches and consolidates data from existing records when necessary to support administrative tasks and decision-making. Inventories and maintains office supplies to ensure availability of necessary materials. Distributes documents to relevant branches and sections in a timely and accurate manner. Process a variety of documents requiring supervisor signature, such as Personnel Actions, Temporary Duty (TDY) requests, Award nominations, Master of Construct (MLC) Time and Attendance reports, MLC travel authorizations, MLC Base Pass Requests, Work Orders, memorandum, and Customer Feedback forms. Monitors the status of all work orders submitted for the supervisor's signature to ensure timely completion. Provides administrative coordination with other branches and sections as necessary to support overall office operations and maintain workflow efficiency. Operates government vehicle from/to work locations to conduct work assignments. Performs administrative and technical support functions to ensure the accuracy and efficiency of office operations. Inputs updated work status codes into the General Fund Enterprise Business System (GFEBS) to maintain accurate and current records of work activities. Verifies all entries for accuracy and completeness to support reporting requirements and organizational accountability. Utilizes personal computer applications such as Microsoft Word, Excel, PowerPoint, and Form Flow to develop a wide range of professional documents, including memorandum, spreadsheets, forms, and charts. Applies standard formatting practices to ensure all documents meet organizational guidelines and are suitable for internal and external distribution. Creates and modifies templates and forms to streamline recurring administrative tasks. Communicates effectively through electronic mail, using email systems to share information, coordinate tasks, and maintain consistent contact with internal staff and external partners. Ensures that</p>	

all electronic correspondence is clear, professional, and appropriately documented to support operational transparency and workflow management.

Performs other related or incidental duties as assigned.

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

Must have at least one year of general clerical/administrative experience OR completion of two-year junior college/university or technical or business school. Must have six month time-in-grade (TIG) at the next lower grade.

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

Ability to speak, read and write English and Japanese at Average proficiency level (LPL: 2) is required. However, LPL: 3 (Fluent proficiency) is highly desirable. The skill is used to translate Japanese to English and vice versa.

**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. Ability to perform a full range of administrative duties to assist supervisor and other staff.
2. Ability to keep time and attendance for Local National and DA Civilian employees.
3. Ability to file records in accordance with Army Records Information Management System (ARIMS) requirements.
4. Must have knowledge and experience in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc.
5. Excellent typing skills required. 40 words per minute preferred.

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

Must be able to work outside of normal duty hours when required/directed.

Must be able to obtain and maintain GOV driver's license.

**勤務時間/Work Schedule:** Mon-Fri (40 hours per week) 0715-1600 (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
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- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 免許証・証明書等のコピー / 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 日本人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b></p> <p><b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number <b>19-JESO-25</b></p> <p>募集期間/Opening Period <b>14-20 May 2025</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。</p> <p>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</p> <p>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.

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

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

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

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

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

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

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

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

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

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

Language Proficiency Level 2: Average proficiency

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

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

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

Experience working in an architectural design firm is desirable.

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

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

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

#### **勤務時間 / Work Schedule**

Monday-Friday (40 hours per week)

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

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)**

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

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-4) 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.

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

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-5) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

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

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-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)
- ☒ 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></p> <p><b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number <b>19-JESO-25</b></p> <p>募集期間/Opening Period <b>14-20 May 2025</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。</p> <p><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</p> <p>Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Automotive Mechanic MLC-2034</b></p> <p><b>BWT-2 Grade-7 LPL-0</b></p> <p> </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 LRC-Okinawa</b> <b>Maintenance Division</b> <b>(Camp Kinser)</b> <b>[LRC-040-25]</b></p>
<p><b>職務内容/Duties:</b></p> <p>Works under the direct supervision of the Chief of the Maintenance Division, section supervisor, or Foreman, who provides work assignments by outlining objectives, priorities, and deadlines. Guidance is available for addressing unusual or unprecedented situations. The employee is responsible for independently planning and executing tasks, resolving challenges, and making decisions based on established instructions, policies, prior training, and industry best practices. Completed work is assessed primarily for technical accuracy, adherence to policies, and compliance with requirements, while the methods used to achieve results are generally not subject to detailed review. Responsible for the comprehensive maintenance, repair, and overhaul of a wide range of tactical and general-purpose vehicles, including cargo trucks, buses, truck tractors, warehouse tugs, all-terrain vehicles (ATVs), tracked vehicles, and fire trucks. Duties include diagnosing mechanical and electrical malfunctions through visual and auditory inspections, operational testing, and component analysis. The role requires disassembling, repairing, replacing, and reassembling various vehicle systems, including steering, control mechanisms, transmissions, cooling systems, differentials, axles, and wheel assemblies. Performs extensive engine repairs on gasoline and diesel engines, replacing critical components such as pistons, rings, valves, bearings, wrist pins, gaskets, and cylinder liners. Repair and adjust carburetors, fuel injection systems, magnetos, voltage regulators, switches, batteries, and wiring. Repair transmission systems, including clutches, gears, bearings, universal joints, hydraulic units, differentials, axles, and brakes. Repairs steering mechanisms and other controls. Adjusts and repairs shock absorbers. Repairs starter motors. Diagnose and repair electrical systems by tracing wiring circuits; rewire ignition, starter, generator, and lighting systems; repair electrical units such as switch boxes, relays, solenoids, and related components. Maintain and modify specialized hydraulic, pumping, and electrical systems on fire trucks, fuel servicing trailers, and other specialized vehicles. Repair or replace defective parts and assemblies, including pumps, piping, gaskets, bearings, seals, screens, meters, and pressure gauges. Service fire truck pump systems through disassembly, cleaning, and parts replacement. Perform minor body and fender repair work as needed. Performs other related or incidental duties as directed.</p>	

**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 grade level. (BWT-2 Grade-6)

**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. Must possess a valid certificate for operation of Forklifts with a lifting capacity of 1 ton or more.
4. Must have a valid 2nd Class Gasoline Automotive Mechanic license and/or Diesel Automotive Mechanic License.

**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 interpret job-related instructions, specifications, blueprint readings and schematics. The English manuals will be covered by section Foreman to relay to the Mechanics.
4. Ability to troubleshoot various automotive mechanical systems and equipment.
5. Ability to use and maintain trade-specific tools and equipment.
6. Ability to establish a culture of safety for fellow co-workers.
7. Knowledge of computer operating systems such as Outlook, Word, Excel.
8. Ability to operate tire mounter / demounter and wheel balancer.
9. Ability to speak, read, and write English at Elementary proficiency level (LPL-1) is highly 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 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 kg 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 (40 hours per week) 0730-1615 (Recess 1130-1215)

Non-workday and rest day: Saturday-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 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)
- ☒ 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.

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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。</p> <p>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</p> <p>Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Construction Representative MLC-50</b> <b>BWT-1 Grade-5 LPL-2</b></p> <p><b>Engineering Technician (Construction) MLC-384</b> <b>BWT-1 Grade-6 LPL-3</b></p> <p><b>Construction Representative MLC-467</b> <b>BWT-1 Grade-7 LPL-3</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>Scheduled start date is set tentatively for 1 January 2026</b> <b>勤務開始日は 2026 年 1 月 1 日を予定しています。</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>2</b></p> <p>部隊名/Organization (Work Location): <b>U.S. Army Engineer Dist. Japan</b> <b>Construction Division</b> <b>Host Nation Okinawa Area Office</b> <b>(Camp Lester)</b> <b>[OM-33-24]</b> <b>[OM-35-24]</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. Performs other duties as assigned. The</p>	



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 the Resident Engineer who assigns work in broad terms based on the overall goals and objectives of the Resident Office, Japan Engineer District (JED). Works independently following established procedures, regulations, and instruction. Independently interprets policy and regulations taking into consideration the established objectives of the work assignment. Carries out assignments independently, resolving most conflicts which arise, and coordinating the work with others as required. Performance is evaluated by effectiveness of supervision exercised and programs directed. Serves as Construction Representative at the Host Nation Okinawa Area Office, JED. Performs on-site surveillance and management of a wide variety of new military and Government of Japan (GOJ) construction projects of unusual difficulty and complexity, and uniqueness in construction operations requiring practical knowledge of U.S. and Japanese engineering practices, methods, techniques, costs, materials, and equipment; and ability to read and interpret construction plans and specifications. Maintains close contact with GOJ representatives, field representatives and end users to coordinate work progress in accordance with terms of the project's contract. Utilizes varying software systems such as CEFMS, JEMS, RMS, etc. to accomplish duties. Conducts daily inspection of work in place at construction site for progress, workmanship, condition of material, and in solving problems at the field site. Conducts Host Nation Construction Management, including but not limited to surveillance, coordination, and negotiation of technical requirements for complex construction projects. Conducts special investigations concerning existing site conflicts, design conflicts, etc., as directed by the supervisor and addresses on situations in controversy with contractors which may lead to formal claims by contractors. Assigned projects include all phases of construction such as family housing, troop facilities, administrative buildings, schools, shop and warehouse buildings, recreational facilities, maintenance facilities, hospital, power plants, petroleum facilities and utilities. a) Host Nation (HN) Reviews: Coordinates and negotiates of technical requirements for routine construction surveillance. Ensures compliance with all codes and regulations, paying particular attention to fire and life safety requirements. Investigates unforeseen site conditions and recommends field changes when necessary. b) U.S. Funded Construction Reviews: Assists supervisor to coordinate and negotiate of technical requirements for routine construction quality assurance. Ensures compliance with all codes and regulations, paying particular attention to fire and life safety requirements. Operates a government vehicle to the construction site. Performs Quality Assurance (QA) Reviews, including but not limited to reviewing contractor submitted shop drawings, material submittal, requests for information, and other contractor submittal to ensure compliance with contract drawings and specifications. Recommends revision of the contract documents. Coordinates design changes with the design engineer and advises contractor on design requirements. Prepares QA reports, meeting minutes, project transfer documents and inspection reports. Updates monthly Construction progress reports, performs environmental hazardous materials sampling for testing and keeps the assigned project files.

Performs construction safety inspections on both HN and US funded construction projects. Ensures the contractors maintain safe working environment and all features of work are proceeded in accordance with the safety laws and regulations. Performs Pre-final, final inspections at the completion of construction projects and conducts on-the job training (OJT) to the user maintenance personnel. Conducts post completion inspections and follow-up on the warranty calls. Performs Biddability, Constructibility, Operability, Environmental and Sustainability (BCOES) reviews, including but not limited to conducting site investigations, coordinating of technical requirements as well as the enforcement of the required contract plans and specifications. Performs other miscellaneous duties as assigned including preparations of technical briefings and or information papers, attends construction seminars and related professional development training, etc. 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-5**

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

**BWT-1 Grade-6**

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

**BWT-1 Grade-7**

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

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

**BWT-1 Grade-5**

Language Proficiency Level 2: Average proficiency

**BWT-1 Grade-6**

Language Proficiency Level 3: Fluent proficiency

**BWT-1 Grade-7**

Language Proficiency Level 3: Fluent proficiency

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

Must have a valid GOJ driver's license.

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

1. Highly Qualifying Criteria: A graduate of a technical school, college or university with specialized education in engineering or possess an official Engineer License such as a Type 3 Denki Shunin Gijutsusha, First or Second Class licenses such as Kenchikushi, Kankouji Sekou Kanrigishi or Denkisekou Kanrihigishi, or a current U.S. registered engineering license or construction field certification.
2. Skills to include Word, Excel, and PowerPoint.

**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 travel TDY both within and outside Japan to the United States when required.
4. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.



## 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)

### BWT-1 Grade-5

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-4) 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.

### BWT-1 Grade-6

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-5) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

### BWT-1 Grade-7

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-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)
- ☒ 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></p> <p><b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number <b>19-JESO-25</b></p> <p>募集期間/Opening Period <b>14-20 May 2025</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。</p> <p><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</p> <p>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 LRC-Okinawa</b> <b>Maintenance Division</b> <b>(Torii Station)</b> <b>[LRC-039-25]</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 tactical and general-purpose automotive vehicles, including forklifts, cargo trucks, buses, truck tractors, warehouse tugs, all-terrain vehicles (ATVs), line tracks, and fire trucks. Technical Responsibilities and Maintenance Scope of an Heavy Duty Equipment Mechanic Examines equipment and component units through visual inspections, electronic diagnostics, auditory assessments, operational tests, and troubleshooting. Performs electrical testing, necessary repairs, and metalwork, including welding and sheet metal fabrication. Responsibilities include disassembling and repairing critical vehicle components such as steering and control systems, transmissions, cooling systems, differentials, axles, and wheel assemblies. Cleans and removes rust, dirt, and corrosion from assemblies and components. Analyzes and diagnoses hydraulic systems and components, as well as overhauling, repairing, or replacing hydraulic pumps, valves, and cylinders. Conducts operational checks, repairs and adjusts fuel system components such as carburetors, fuel injectors, and injection pumps, and services electrical systems by repairing ignition components, voltage regulators, switches, batteries, and wiring. Other duties include repairing and aligning wheels, steering mechanisms, and transmission systems, as well as servicing and repairing fire truck pumps and auxiliary vehicle accessories. Engine repair duties include disassembling, repairing, and testing gasoline and diesel engines, inspecting and replacing critical components such as pistons, rings, valves, bearings, and gaskets. Inspects and replaces hoses, belts, seals, filters, and other worn components. Electrical diagnostics and troubleshooting involve assessing wiring and component conditions, rewiring circuits, and servicing ignition, starter, generator, alternator,</p>	

and lighting systems as needed. 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 grade level. (BWT-2 Grade-6)

**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 Special Large-Sized Driver's License (大型特殊自動車免許).
3. Must possess a valid certificate for operation of Forklifts with a lifting capacity of less than 3 ton.
4. Must have a valid 2nd Class Gasoline Automotive Mechanic License and/or Diesel Automotive Mechanic License.

**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 interpret job-related instructions, specifications, blueprint readings and schematics. The English manuals will be covered by section Foreman to relay to the Mechanics.
4. Ability to troubleshoot various automotive mechanical systems and equipment.
5. Ability to use and maintain trade-specific tools and equipment.
6. Ability to establish a culture of safety for fellow co-workers.
7. Knowledge of computer operating systems such as Outlook, Word, Excel, etc. is desirable.
8. Ability to operate tire mounter/demounter and wheel balancer.
9. Ability to speak, read, and write English at Elementary proficiency level (LPL-1) is highly 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 (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></p> <p><b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number <b>19-JESO-25</b></p> <p>募集期間/Opening Period <b>14-20 May 2025</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。</p> <p><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</p> <p>Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Marine Engineman MLC-2169</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>Defense Logistics Agency Energy Okinawa (White Beach)</b> <b>[DLAE-8-MEM-OTS]</b></p>
<p><b>職務内容/Duties:</b></p> <p>Works under the direct supervision of the Operations Chief, Operations Deputy Chief and Foreman B who assigns work in the Operations Division. The employee receives work assignments from the supervisor in the form of oral or written instructions and job orders. The supervisor provides advice on unusual problems and checks overall work for quality, accuracy, and compliance with plans specifications, overall trade standards, assignment on launches, and boats (80-100 ton, not limited to self propelled diesel engine driven vessel, etc...). Serves as the Marine Engineman to operate/maintain all types of engines, pumps, injectors, condensers, boilers, and supplementary mechanical equipment for mission requirements and operations. Schedules, coordinates, supervises and performs all levels of maintenance and services to provide for the operational readiness and upkeep of the vessel during all coast-wise and near-sea operations. Duties include; scheduled and unscheduled maintenance of the Hull, twin power plants, marine transmissions, alternators, generators, compressors, pumps, hydraulic equipment, navigation and life support systems. Area of operation includes all accessible points on Okinawa and associated islands between Latitude 26 degrees and 28 degrees North and Longitude 126 degrees 40 minutes and 128 degrees 40 minutes East. Responsible to the Master for operational checks and condition reports while maneuvering, underway or in port. Performs daily operational checks and services in compliance with requirements set in Technical Manuals and safety orders. Responsible for determining the operational readiness and seaworthiness of vessel assigned. Performs work involved in the operation of fuel distribution systems including hydrant systems for receiving, storing, and issuing petroleum products. Operates fuel pumps and manipulates valves to transfer fuel throughout a bulk storage system and to various customers across island. Takes manual daily stick or gage measurements of storage tanks for inventory purposes. Maintains records of receipts, transfers and issues of fuel and records of daily operations. Operates computer to monitor and perform functions within the Automated Fuel Handling Equipment (AFHE) system. Directs and participates in deck work as required. Tasks include rigging for tows, loading-unloading equipment, supplies and personnel. Assists in deployment and recovery of spill abatement and spill clean-up equipment. Operates and maintains on deck equipment including; cranes, capstans, compressors and pumps. Directly involved in on site repair of equipment during fuel spill response and diving operations. Participates in recertification training for confined</p>	

space, safety, HAZMAT, first aid and on board safety/fire drills. Maintains parts and tool inventory on-board vessel. Receives, coordinates and consolidates fuel requests, orders for parts, and lubricants through division chief to maintain the readiness of vessel assigned. Schedules vessel maintenance and down time to stagger vessel maintenance and allow on-going mission accomplishment. Annotates daily maintenance and deficiencies in vessel logbook and relays deficiencies to the vessel master or appropriate personnel. Provides organizational requirements and quality assurance for contract and dry dock repairs. Operates a non-tactical vehicle or assigned as a driver to ensure mission success as required. Perform 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.

ひとつ下の等級のレベルでの関連した業務経験があること。

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

No language proficiency level is required.

この職種には語学能力の条件はありません。

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

1. Must possess a valid GOJ driver's license.  
普通自動車免許証を所持していること。
2. Must possess a Japanese Ministry of Land, Infrastructure, Transportation and Tourism, Government of Japan certified Maritime Officer, Engineering License (5th Grade-Engineering) commensurate with assigned position.  
担当職務に見合った日本政府、日本国土交通省の海技免状・免許、5級海技士-機関を所持していること。
3. Must possess a current National Hazardous Materials Handler's Certificate, Otsu-4 or Hei.  
国家危険物取扱者免状、乙4類若しくは丙種免状を所持していること。

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

1. Must have a minimum of 2 years of experience in maintaining similar watercraft.  
類似した水上船の維持管理をした経験が2年以上必要。
2. Ability to comprehend English technical manuals, order forms, and logs to facilitate required repairs, checks, and inspections is preferred.  
英語の技術マニュアル、注文書（書式）及び記録を理解し、必要な修理、点検、検査を円滑に行える事が望ましい。

#### **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.  
軍車両運転免許証を取得・保持できること。
2. This position requires lifting, bending, working in cramped positions and climbing on trucks or aboard vessels.  
この職務では、物を持ち上げたり、屈んだり、窮屈な姿勢で作業したり、トラックや船舶に登ったりする必要がある。
3. Frequently exposed to unpleasant conditions such as dust, dirt, fumes, excessive noise, vibration, and heat; and are vulnerable to cuts, bruises, burns, and broken bones. To minimize the dangers from these conditions, various protective devices will be provided.  
業務中は、粉塵、汚れ、煙、騒音、振動、高温など、不快な作業環境に頻繁にさらされる可能性があります。また、切傷、打撲、火傷、骨折などの危険も伴います。これらの危険を最小限に抑えるため、各種保護具を支給する。
4. May be exposed to inclement weather and may be required to work outdoors under the severe weather conditions.



本業務は、悪天候下での屋外作業を伴う場合がある。厳しい気象条件への対応・対策／準備を求められる場合がある。

5. **May be exposed to chemicals and fuels coming in contact with exposed skin.**

業務上化学物質や燃料が皮膚に触れる場合がある。

6. **Must be able to enter confined spaces.**

閉鎖的空間へ入ることができること。

7. **Must be able to work outside of normal duty hours when required/directed.**

必要に応じて、勤務時間外に勤務できること。

8. **May be required to work overtime occasionally.**

残業が発生する場合がある。

9. **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.**

この職種はミッションエッセンシャルに指定されており、緊急時または急迫した状況時に、在日米軍の任務を遂行するために出勤したり職場に留まることが要請されます。ただし戦闘活動または動員には適用されません。

**勤務時間/Work Schedule:** Monday-Sunday (work days and rest days varies depending on the operation dates) 1st shift: 0730-1630 (Recess 1130-1230); 2nd shift: 1930-0430 (Recess 2330-2430); 3rd shift: 0300-1200 (Recess 0700-0800); 4th shift: 0400-1300 (Recess 0800-0900); 5th shift: 0500-1400 (Recess 0900-1000); 6th shift: 0600-1500 (Recess 1000-1100); 7th shift: 0700-1600 (Recess 1100-1200); 8th shift: 0800-1700 (Recess 1200-1300); 9th shift: 0900-1800 (Recess 1300-1400); 10th shift: 1200-2100 (Recess 1600-1700); 11th shift: 1500-2400 (Recess 1900-2000); 12th shift: 2300-0800 (0300-0400); 13th shift: 0000-0900 (Recess 0400-0500)

**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.

現MLC/IHA従業員の応募者は、昇格する際には在日米軍にて常用従業員として職種は問わず次に低い等級以上での職務経験、または在日米軍以外での同等の職務経験が少なくとも12ヶ月なくてはなりません。12ヶ月の期間には一時的昇格・派遣期間も含まれます。ただし、一時的昇格の期間中は昇格した基本給表(BWT-2)および等級(Grade-6)で、派遣期間中は派遣前の基本給表および等級での考慮となります。応募者はTIGの条件を満たしている旨、応募書類に明記してください

**\*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></p> <p><b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number <b>19-JESO-25</b></p> <p>募集期間/Opening Period <b>14-20 May 2025</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。</p> <p><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</p> <p>Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Deck Hand, Port Services MLC-2362</b></p> <p><b>BWT-2 Grade-5 LPL-0</b></p> <p> </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>2</b></p> <p>部隊名/Organization (Work Location): <b>Defense Logistics Agency Energy Okinawa (White Beach)</b></p> <p><b>[DLAE-8-DHPS-OTS]</b></p> <p><b>[DLAE-8-OLR-MLC]</b></p>
<p><b>職務内容/Duties:</b></p> <p>Works under the direct supervision of the Operations Chief and Operations Deputy Chief and Foreman B who assigns work in the Operation Division. The employee receives work assignments from the supervisor in the form of oral or written instructions and job orders. The supervisor provides advice on unusual problems and checks overall work for quality, accuracy, and compliance with plans specifications, and trade standards. Performs all tasks associated with the operation and maintenance of the vessel and auxiliary equipment. Performs daily checks on the vessel and auxiliary equipment prior to and during operation. Performs Inspection including operating fluid levels, operational readiness, pressure levels and leakage. Adds fuel and fluids and reports any deficiencies to the Master. Directly responsible for lubrication, testing, preventive maintenance and services to vessel engines and all deck equipment including cranes, compressors, pumps, diving and fuel recovery systems. Performs all levels of deck maintenance and as required, works with the Chief Engineer or supports maintenance personnel in any repairs on vessel's engines or auxiliary equipment in accordance with directions in Technical Manuals and lubrication orders. Operates hydraulic winches and capstan to rig tows. Serves as the primary operator of the deck crane used to load/off-equipment, supplies and repair parts. Stands operational watches while underway and for vessel security watch at berth or anchorage. During vessel lay time, performs tasks in support of vessel upkeep, including chipping and painting, splicing/repairing lines, repairing canvas covers, tents and other deck equipment as required. Performs work involved in the operation of fuel distribution systems including hydrant systems for receiving, storing, and issuing petroleum products. Operates fuel pumps and manipulates valves to transfer fuel throughout a bulk storage system and to various customers across island. Takes manual daily stick or gage measurements of storage tanks for inventory purposes. Maintains records of receipts, transfers and issues of fuel and records of daily operations. Operates computer to monitor and perform functions within the Automated Fuel Handling Equipment (AFHE) system. Works on board tanker ships, small boats, mooring buoys and piers with little or no protection during night and day operations in all weather conditions. Supports all levels of fuel system maintenance on buoys and submarine fuel systems. Works include confined space entry and works with ventilation systems. Facilitates spill abatement for all operations and stands by during loading and</p>	

unloading operations for unscheduled shut down, minor repairs and the cleanup and recovery of any spilled fuel products. Operates and directs support for LCM integrated fuel recovery systems during recovery of all waterborne fuel spillage by the US military in coastal waters. Tasks include deploying and recovery of spill containment booms, operation of on board crane, pumps, skimmers, compressors, and the recovery and distribution of spilled products. Familiar with all modes of diving dress for surface supplied and self-contained diving operations. Assists in dressing and tending divers. Responsible for providing for the safe operation and integrity of high pressure air diving systems, underwater communications, compressors and filtration systems installed on the LCM. Participates in all surface support tasks for diving operations. Under direction of the Diver Foreman, provides crane operation and support for off-shore defueling and removal of valves, hoses and other fuel system components to facilitate both scheduled and unscheduled underwater maintenance of off-shore fuel systems. Performs shop repairs including removal of LCM system components to shop for disassembly and overhaul/repair. Performs testing and calibration for gages and components. Maintains and performs all level repairs to on board diving support equipment Performs shop inspection and testing of anchor and mooring lines for wear and abrasion. Splices or replaces lines/wire rope as necessary. Operates a non-tactical vehicle or assigned as a driver to ensure mission success as required. Operates Forklift with 6,000lbs lifting capability or less. Performs other related or incidental duties as assigned.

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

Must have trade and/or other manual work experience.  
作業経験があること。

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

No language proficiency level is required.  
この職種には語学能力の条件はありません。

#### **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.  
普通自動車免許証を所持していること。
2. Must possess a GOJ forklift driving license - maximum load of 1ton or more capacity.  
日本政府のフォークリフト運転技能講習修了証 - 最大荷重 1 トン以上を所持していること。
3. Must possess a current National Hazardous Materials Handler's Certificate, Otsu-4 or Hei.  
国家危険物取扱者免状、乙 4 類若しくは丙種免状を所持していること。
4. Must possess a GOJ Cargo Lifting appliance operator's license.  
日本政府揚貨装置運転特別教育修了証を所持していること。
5. Must possess a GOJ Winch operating license  
日本政府のウインチ免許を所持していること。

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

Good communication skills in English and Japanese.  
英語および日本語での優れたコミュニケーション能力。

#### **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.  
軍車両運転免許証を取得・保持できること。
2. May be required to work outside of normal duty hours when requested.  
要請があれば、通常の勤務時間外に勤務できること。
3. May be exposed to inclement weather and may require work outdoors in the elements.  
本業務は、悪天候下での屋外作業を伴う場合があります。また、厳しい気象条件への対応・対策／準備を求められる場合がある。
4. May be exposed to chemicals and fuels coming in contact with exposed skin.

業務上化学物質や燃料が皮膚に触れる場合がある。

5. May be required to work on board tanker ships, small boats, mooring buoys and piers during night and day operations in all weather conditions.  
タンカー船、小型ボート、係留ブイ、栈橋の上で、夜間、昼間を問わず、天候に左右されずに作業することが求められる場合がある。
6. May be required to perform all levels of deck maintenance and as required, works with the Chief Engineer or support maintenance personnel in any repairs on vessel's engines or auxiliary equipment.  
あらゆるレベルの甲板整備を行うことが求められ、必要に応じ、本船のエンジンや補助装置の修理において、チーフエンジニアやサポート・メンテナンス担当者と協力する。
7. Must be physically capable to lift, bend, kneel, work in cramped positions and climb on trucks, or aboard/disembark vessels.  
この職務では、物を持ち上げたり、屈んだり、窮屈な姿勢で作業したり、トラックや船舶に登ったりする必要がある。
8. Must be able to lift and carry items minimum of twenty five (25) kilogram in weight.  
最低25キロの荷物を持ち上げ、運ぶことができること。
9. Must be available to work overtime when required.  
必要に応じ、残業が可能であること。
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.  
この職種はミッションエッセンシャルに指定されており、緊急時または急迫した状況時に、在日米軍の任務を遂行するために出勤したり職場に留まることが要請されます。ただし戦闘活動または動員には適用されません。

**勤務時間/Work Schedule:** Monday-Sunday (work days and rest days varies depending on the operation dates) 1st shift: 0730-1630 (Recess 1130-1230); 2nd shift: 1930-0430 (Recess 2330-2430); 3rd shift: 0300-1200 (Recess 0700-0800); 4th shift: 0400-1300 (Recess 0800-0900); 5th shift: 0500-1400 (Recess 0900-1000); 6th shift: 0600-1500 (Recess 1000-1100); 7th shift: 0700-1600 (Recess 1100-1200); 8th shift: 0800-1700 (Recess 1200-1300); 9th shift: 0900-1800 (Recess 1300-1400); 10th shift: 1200-2100 (Recess 1600-1700); 11th shift: 1500-2400 (Recess 1900-2000); 12th shift: 2300-0800 (0300-0400); 13th shift: 0000-0900 (Recess 0400-0500)

**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-2 Grade-4) 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.)
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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</p> <p>Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Dental Hygienist MLC-5016</b></p> <p><b>BWT-5 Grade-3 LPL-2</b></p> <p><b>*See below CONDITIONS OF EMPLOYMENT</b></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>DHA Dental Health Activity-Japan</b> <b>(Torii Station)</b> <b>[DENTAC-J 25-01]</b></p>
<p><b>職務内容/Duties:</b></p> <p>Works under Clinic OIC, and Clinic NCOIC/Practice Manager. Requires one to work independently and under minimal supervision. Follows and communicates established procedures, regulations, policies, and instruction with minimal supervision. Performance is evaluated by effectiveness and ability to work effectively and individually. Supervisor assigns the work with instructions only for new, difficult, or unusual aspects of the work. An employee might refer situations not covered by instructions to the supervisor. Completed tasks are reviewed by the supervisor IAW assigned direction. Responsibility for greeting, seating and draping patient after securing dental records, ensuring the medical history has been updated properly in PowerChart and accurately and legibly recording treatment provided into dental record and entering dental workload into MHS Genesis. Confirms that patients who require antibiotic prophylaxis have taken their medication prior to beginning dental cleaning. Responsible for cleaning teeth and applying fluoride treatment to dental patient after professional examination. Properly performs non-surgical periodontal therapy with adequate removal of sub-gingival calculus/tartar. Identifies patients with a history of periodontal disease and uses appropriate code for treatment. Instructs patients in the practice of preventive home care techniques and materials. May assist dental officer in his/her treatment of patients as required to include required x-rays. Alerts available dentist and assists in the management of medical emergencies as they present in the dental office. Responsible for general cleanliness of treatment area and minor maintenance of mechanical equipment to include dental chair water lines and evacuator traps. Responsible for point of use cleaning of instruments used intra orally. Helps as needed with cleaning and maintaining dental lab. Performs other duties as assigned.</p>	
<p><b>要求される語学能力級/Required Language Proficiency Level (LPL)</b></p> <p><u>Language Proficiency Level 2: Average proficiency</u></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>Possession of a license (Japan or United States RDH License) for Dental Hygienist is required.</u></li> <li><u>Must have Japanese driver's license.</u></li> </ol>	

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

Good command of the English language at least LPL-2, above so as to understand instruction, to advise patient on tooth brush technique and proper dental health care and to write record of work done in English.

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

1. Meticulous in personal appearance and hygiene.
2. Immunizations are required (Hepatitis B, Measles, Chicken Pox, and Seasonal Influenza). Proof of a completed Influenza vaccination is required annually for all LN DHA employees or they can sign a declination for the influenza vaccination at their own risk.
3. Must be able to work overtime or temporarily adjust work schedule as needed.
4. Must be able to go on temporary duty (TDY) as needed.
5. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

**勤務時間/Work Schedule:** 40 hours per week

Monday, Wednesday, Thursday, Friday: 0715-1630 (Recess: 1130-1230)

Tuesday: 0715-1500 (Recess: 1130-1215)

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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 USAG-J Okinawa.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.</p>	
<p>職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Electrician Foreman B, MLC-2094</b></p> <p><b>BWT: 2-9, LPL: 1</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: Permanent/Full-Time</p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location): <b>USAG-Okinawa, DPW, O&amp;M Division B&amp;G Branch, Torii Station [PW24-14]</b></p>
<p><b>職務内容/Duties:</b></p> <p>Responsible for work schedules and work orders for performance of preventive maintenance tasks on building and structures requiring the knowledge of carpentry, painting, masonry, plumbing, and electrical trades pertaining to general inspection and maintenance tasks at the building sites. Supervises the facility maintenance section personnel for preventive maintenance and repair tasks. Visits the job sites to check provide input, guidance and track progress of emergent, urgent, routine and preventive maintenance work orders, reporting progress to the Operations and Maintenance Chief. Reviews, prepares, and plans, weekly, monthly, and quarterly, work schedules, for building trades and preventive maintenance shops. Operates government vehicle from/to work locations to conduct work assignment. Performs duties as the facility section fire, safety and key control representative. Conducts fire/safety inspection of the facility maintenance section area of responsibility, initiate action to correct deficiencies, monthly and daily job-related safety tasks. Inspects facility maintenance work while in the process, to ensure the quality of the work meets the established standards, plumbing, building and electrical codes and ensures schedules are being met.</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></p> <p><u>Must have 1 year of specialized experience in the Electrical Work at the next lower level. And, 1 year Time-in-Grade (TIG) at the next lower grade.</u></p> <p><b>要求される語学能力級/Required Language Proficiency Level (LPL):</b> <u>Ability to speak, read and write English and Japanese at Elementary proficiency level (LPL: 1) is required. However, LPL:2 is highly desirable.</u></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> <u>Must have a valid GOJ driver's license (Manual Transmission / 自動車運転免許・マニュアル車) and be able to obtain GOV driver's license.</u> <u>Must possess Japanese 1st class electrician license (第一種電気工事士資格保持者であること)</u></p>	

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

1. Must possess the electrician license, and have knowledge of the building trades, such as carpentry, plumbing painting.
2. Must be familiar with building, plumbing and electrical codes, and willing to read and stay current in regard to the codes and new technology.
3. Knowledge to operate Computer (Microsoft Office, Outlook, Internet searches, etc.) to support administrative tasks.
4. Ability to communicate effectively in English and Japanese, both orally and in writing.
5. Ability to manage overall direction and coordination of subordinate work activities and functions and implement sound personnel policies, practices, and procedures through subordinate supervisors.
6. Ability to plan and organize work assignments to determining resources required to accomplish the tasks/mission.
7. 3 years experience in carpentry masonry trades is highly desirable.

**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, pull and carry items weighing up to 50 lbs. or heavier.
3. Must be able to work at great heights under extreme weather conditions.
4. Must be able to work outside of normal duty hours when required/directed.
5. Must be able to work overtime when requested.
6. This position is designated as "Mission Essential". Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

**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 (BWT-2 Grade-8) 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):**

- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 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 事前質問票/ **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 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></p> <p><b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number <b>19-JESO-25</b></p> <p>募集期間/Opening Period <b>14-20 May 2025</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。</p> <p>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</p> <p>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)

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):**

**BWT-1 Grade-6:**

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-5) or equivalent position outside USFJ. The period served by any job title at the required BWT and Grade as well as the period served as Temporary Promotion at the required BWT and Grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

**BWT-1 Grade-7:**

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-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)
- ☒ 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></p> <p><b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number <b>19-JESO-25</b></p> <p>募集期間/Opening Period <b>14-20 May 2025</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。</p> <p>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</p> <p>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</b> <b>Japan District</b> <b>Engineering Division</b> <b>Okinawa Engineering Design Branch</b> <b>(Camp Foster)</b> <b>[OM-05-25]</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</b> (Trainee Level): Under the closer than normal supervision of the supervisor or senior engineers, the incumbent serves as a trainee, performs engineering work in electrical engineering and completes specifically assigned tasks regarding routine and recurring duties described in the target position's PD [Engineer (Electrical) MLC-525 BWT-1 Grade-7 LPL-2] and other related and/or incidental duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers.</p> <p><b>BWT-1 Grade-7</b> (Full-Performance Level): Serves as a full performance level professional engineer for the electrical engineering portions of projects during the planning, designing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S. Forces, Japan (USFJ), as well as those funded by the U.S. Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the electrical engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the electrical engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory approaches and solutions to engineering problems. Prepares electrical engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for part of the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal assistance from higher</p>	



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

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

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

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

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

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

AND

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

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

**要求される語学能力級/Required Language Proficiency Level (LPL):**  
Language Proficiency Level 2: Average proficiency.

**要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:**  
Must have Japanese driver's license.

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

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

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

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

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

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):**

**BWT-1 Grade-6:**

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-5) or equivalent position outside USFJ. The period served by any job title at the required BWT and Grade as well as the period served as Temporary Promotion at the required BWT and Grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

**BWT-1 Grade-7:**

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-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)
- ☒ 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 日本人事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b></p> <p><b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number <b>19-JESO-25</b></p> <p>募集期間/Opening Period <b>14-20 May 2025</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。</p> <p><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</p> <p>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><b>沖縄県外からの応募者のみ</b></p> <p><b>↓ 応募書類をメールにてご提出ください。</b></p> <p><b>Applicants from outside of Okinawa may submit the required documents to the email address below.</b></p> <p><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. Must be able to obtain GOV driver's license.
2. 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.
3. Must be physically fit.
4. Must be able to stand or walk for long period under the extreme weather conditions.
5. 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 (BWT-1 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)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2)
- ☒ 免許証・証明書等のコピー (上記下線部参照) / Copies of License(s) and/or Certificate(s) as underlined above

**応募方法/How to apply:**

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

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

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<p>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。</p> <p><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</p> <p>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><b>*See below CONDITIONS OF EMPLOYMENT</b></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-49-24]</b></p>
<p><b>職務内容/Duties:</b></p> <p>Serves as a full performance level professional engineer for the mechanical engineering portions of projects during the planning, designing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the 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 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. Operates government vehicle from/to work locations to conduct the work assignments. Makes field observations,</p>	



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 at least one year of specialized experience equivalent to BWT-1 Grade-6 or Master's Degree in a related field or three 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:**

1. Must be a 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) or Construction Management Engineer 1st (一級管工事施工管理技士免許) etc.
2. Must have Japanese driver's license.

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

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to work overtime or temporarily adjust work schedule as needed.
3. Must be able to go on temporary duty (TDY) as needed.
4. 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):**

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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.)
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**応募方法/How to apply:**

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without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

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<p>職種名・職種番号・基本給表・等級・語学能力級</p> <p>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><b>*See below CONDITIONS OF EMPLOYMENT</b></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:**

3. 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
4. Must have Japanese driver's license.

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

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

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

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

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

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

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

**タイムイングレード / Time in Grade (TIG):**

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 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)
- ☒ 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></p> <p><b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number <b>19-JESO-25</b></p> <p>募集期間/Opening Period <b>14-20 May 2025</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 (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><b>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>  <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 (Telecommunications Systems) MLC-544</b></p> <p><b>BWT-1 Grade-7 LPL-4</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>78th Signal Battalion</b>  <b>S-3, Torii Station [78SBO-31-23]</b>  <b>If you have applied to #41-JESO-24, no need to reapply</b></p>
<p>The employee performs Information Technology (IT) and telecommunications systems planning and design and project management. The employee's developed analyses, evaluations, and recommendations in conjunction with the original assignment will be reviewed by the supervisor for potential lessons learned and process improvements. The employee also serves as the HHD IT Management Officer (IMO). Develops and evaluates contracted IT and Telecommunications (IT/TELCOMM) architectural and engineering facilities design plans for connecting new interior and exterior copper and fiber optic cabling to existing USG infrastructures. Transitions completed project to the supporting NEC-Okinawa or to the installation's enterprise network communication (USAF/USN/USMC) departments. Attends meetings by providing USG recommended solutions normally originating at the customers network delivery point connecting to the supporting installation's infrastructure system. Represents the 78th Signal Battalion in meetings by providing approved IT/TELCOMM technical recommendations to GOJ-funded project documentation (e.g., Form 22) and approved designs for Japanese Facility Improvement Program (JFIP), Defense Policy Review Initiative (DPRI) and other local installation projects. Reviews and recommends design objectives, identifies potential network and cybersecurity vulnerabilities and compliancy issues by coordinating solutions with appropriate staff specialists. Examines and analyzes assigned project telecommunication drawings, plans, designs, specifications, exhibits, and provides written IT/TELCOMM weekly reports for leadership awareness and decision. Meetings may include technical discussions with the customer, United States Army Corps of Engineers (USACE), Department of Public Works (DPW), Okinawa Defense Bureau (ODB), other United States Military Services, Government of Japan (GOJ), contractors, and commercial service providers. Coordinates to resolution all 78th Signal Battalion issues resulting from these meetings. Evaluates, recommends, and provides written reports to USG leadership detailing valid Course of Actions for IT/TELCOMM enhancements, upgrades, or relocation of telecommunications facilities and cabling IAW accepted regulations, policies, and best practices. Manages GOJ-funded projects by leading 78th Signal Battalion work center personnel to accomplish specific project management tasks. Analyzes JFIP, DPRI and other local installation project requirements by providing technical specification participation identified through the installation's master planning process, validates IT/TELCOMM requirements by ensuring projects meet technical guidance, cybersecurity compliance, and installation requirements. Analyzes customer IT/TELCOMM requirements by ensuring baseline technical requirements are met with project documentation (e.g., Form 22). Develops and reviews IT/TELCOMM engineering plans, technical proposals, and cost estimates by providing written recommendations to the DAC supervisor. Performs other related or incidental duties as assigned.</p>	



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

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

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

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

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

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

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

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

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

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

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

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

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

- ☒ 事前質問票/ Pre-Employment Inquiries
- ☒ 履歴書/ Personal History Statement (USFJ Form 196aEJ)
- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- ☒ 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 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>在日米陸軍 日本人事事務所 沖縄 求人案内</p> <p>U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions</p>	<p>空席広報番号/Announcement Number <b>19-JESO-25</b></p> <p>募集期間/Opening Period <b>14-20 May 2025</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。 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 (Mechanical) MLC-525 BWT-1 Grade-7 LPL-2</b></p> <p>沖縄県外からの応募者のみ 応募書類をメールにてご提出ください。 Applicants from outside of Okinawa may submit the required documents to the email address below.</p> <p><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></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</p>	

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

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

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

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

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

**Education/License] Must be a four (4) year college or university graduate with specialized education in Mechanical Engineering OR Possess an official engineering license of Kenchiku Setsubishi (Consulting Engineer for Mechanical (建築設備士免許-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. 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.)
- ☒ 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></p> <p><b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number <b>19-JESO-25</b></p> <p>募集期間/Opening Period <b>14-20 May 2025</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。</p> <p><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</p> <p>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><b>沖縄県外からの応募者のみ</b></p> <p><b>応募書類をメールにてご提出ください。</b></p> <p><b>Applicants from outside of Okinawa may submit the required documents to the email address below.</b></p> <p><b>usarmy.torii.usarj.mesg.g1-jeso-okl-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>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 Maintenance Army funded (OMA), Reimbursable, and Non-Appropriated Fund (NAF) projects, which are</p>	



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. 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. 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.)
- ☒ 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></p> <p><b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number <b>19-JESO-25</b></p> <p>募集期間/Opening Period <b>14-20 May 2025</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。</p> <p><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</p> <p>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><b>沖縄県外からの応募者のみ</b></p> <p><b>応募書類をメールにてご提出ください。</b></p> <p><b>Applicants from outside of Okinawa may submit the required documents to the email address below.</b></p> <p><b>usarmy.torii.usarj.mesg.g1-jeso-okl-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>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 Maintenance Army funded (OMA), Reimbursable, and Non-Appropriated Fund (NAF) projects, which are</p>	

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:**

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

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

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

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

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

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

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

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

1. Good communication skills in English and Japanese.
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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)**

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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>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>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)

**\*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>19-JESO-25</b></p> <p>募集期間/Opening Period  <b>14-20 May 2025</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 (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 1-6 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。</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</b>  <b>Japan District</b>  <b>Okinawa Engineering Design Branch</b>  <b>Civil Section</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 Grae-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>Civil</b> engineering and completes specifically assigned tasks regarding routine and recurring duties described in the target position's PD [Engineer (Civil), 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. 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.</p>	

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 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:**

**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 year of \*specialized experience equivalent to the next lower grade level OR completion of four year college/university in a related field OR 2 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.

**BWT-1 Grade-7:** Must have at least one year of \*specialized experience equivalent to the next lower grade level OR Masters Degree in a related field OR 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.

**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 a related field OR Possess an official engineering license, e.g., First or Second Class Kenchikushi (Architect/Civil Engineer) Kenchiku Setsubishi (Mechanical/Electrical Engineer/建設設備士免許), Gijutsushi (Constructing Engineer/技術士免許), Doboku Sekou Kanri Gishi (Construction Management Engineer), Registered Civil Engineer Consulting Manager RCCM), etc.

**[Experience]:**

Must have at least one (1) year of \*specialized experience equivalent to next lower grade.

**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 license.

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

1. Knowledge of codes and regulations as well as the use of sound engineering judgment.
2. Comprehensive knowledge of engineering concepts, principles, methods and practices in Civil engineering field.
3. Comprehensive knowledge of DoD and USACE regulations, policies, precedents, procedures and theories.
4. Good knowledge of grammar, spelling, capitalization, punctuation, and general English terminology and abbreviations.
5. Good working knowledge of various office automation software and tools to support office operations for producing and preparing documents such as letters, reports, spreadsheets, and graphs.
6. 2 years of experience in Civil Engineering is highly desirable.

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

1. Comprehensive knowledge of engineering concepts, principles, methods and practices in Civil 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. 3 years practical experience in Civil engineering fields is desirable.
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.
6. Must be physically fit.
7. Must be able to stand or walk for long period under extreme weather conditions.
8. 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)

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)

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

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

**応募方法/How to apply:**

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

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

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<p>募集可能従業員/Area of Consideration:</p> <p><input checked="" type="checkbox"/> 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa</p> <p><input checked="" type="checkbox"/> 沖縄県内の在日米陸軍 日本人事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>  <b>BWT-1 Grade-8 LPL-2</b></p> <p><b>Engineer (Civil) MLC-543</b>  <b>BWT-1 Grade-9 LPL-3</b></p> <p><b>This position may be filled at 1-8 or 1-9 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。</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</b>  <b>Japan District</b>  <b>Engineering Division</b>  <b>Okinawa Engineering Design Branch</b>  <b>(Camp Foster)</b>  <b>[OM-36-21]</b></p>
<p>職務内容/Duties:</p> <p>This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.</p> <p><b>BWT-1 Grade-8 (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 <b>Civil Engineering</b> and completes specifically assigned tasks regarding routine and recurring duties described in the target position's PD [Engineer (Civil), MLC-543 BWT-1 Grade-9 LPL-3], 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-9 (Full-Performance Level):</b> Serves as the highest level Engineer for the Civil Engineering portions of projects during the planning, designing, directing and largest and most complex 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 A-E firms, the GOJ, and end-users, and represents the District</p>	



and the USFJ as an expert consultant in the civil engineering field. Negotiates to resolve civil aspects of critical and/or controversial problems with other agencies' senior engineers of equal level and agency directors who have differing or opposing views. 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. Prepares civil engineering portions of technical criteria documents and drawings for the largest and most complex engineering programs and/or new construction and major renovation projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work independently. Results of the work are normally accepted without significant change. Provides translations of technical documents from English to Japanese, and from Japanese to English. Reviews regulations, criteria, and Standard Operating Procedures (SOP) used by the USFJ, architect-engineer (A-E) firms, and the GOJ's engineers. Develops common standards, criteria, and policies for the four services in Japan for their use in developing designs of the civil engineering portions of projects. Serves as an expert technical advisor on all civil engineering issues. Has comprehensive knowledge, initiative, ingenuity, and exceptional technical judgment in dealing with state-of-the-art designs, engineering, and modern technologies. Projects range from conventional to the largest and most 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. Determines approaches to be used, justifies his/her decisions, and is responsible and accountable for the results. Solves, advises on, or evaluates 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. Mentors lower grade engineers in carrying assigned projects through to completion. 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:**

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-8:**

Must have at least one year of \*specialized experience equivalent to the next lower grade level OR completion of four year college/university in **CIVIL ENGINEERING**. And, 1 year Time-in-Grade (TIG) at next lower grade.

\*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.

**To qualify at BWT-1 Grade-9, 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). And, 1 year Time-in-Grade (TIG) at next lower grade.

**[Experience]** Must have at least one (1) year of specialized experience equivalent to BWT-1 Grade-8.

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

**BWT-1 Grade-8:**

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

**BWT-1 Grade-9:**

Ability to speak, read, and write English and Japanese at Fluent proficiency level (LPL-3) is required.

**The language proficiency level (LPL) is lowered than what is required in the position description to solicit broader applicants. However, the position requires, LPL-4, which an employee is encouraged to achieve upon appointment.**

**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. 5 years of experience in related fields highly desirable.
2. Ability translates technical terminologies and engineering concepts from English to Japanese.
3. Good knowledge of grammar, spelling, capitalization, punctuation, and general English terminology and abbreviations.
4. 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.
5. 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 go on temporary duty (TDY).
2. Must be available for overtime as necessary.

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

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

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

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

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

**応募方法/How to apply:**

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

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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>Automotive Equipment Inspector Foreman-A</b> <b>MLC-2033</b> <b>BWT-2 Grade-9 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>403d AFSB LRC-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>The employee serves as the Foreman A for the shop directing the work of other craftsmen and concurrently performs a certain number 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.</p> <p>The employee performs full range of the senior section supervisor duties to include providing instruction, establishing priorities to manage all tactical and non-tactical vehicles, etc. Determines assignments, prioritizes them based on workload, considers the skills, manpower, and equipment needed, and seeks qualified vendors to modify the vehicles. 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, and procedures, instructs subordinates on new procedures, provide advice when problems arise and reviews work. Attends work group meetings and passes on to subordinates instructions received from U.S. supervisors. 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 and safety inspections (e.g., acceptance, TI, final, safety) on vehicles (e.g., weapon carrier, truck, bus, etc.), Special Purpose Vehicles (ambulance, fire trucks, dump, wrecker, etc.), Construction Equipment (crane, grader, bulldozer, mixer, roller, etc.), Material Handling Equipment, etc. in accordance with Army regulations and other relevant/applicable technical manuals. Estimates cost of salvage value on damaged vehicles, cost of repairs, etc. Translates technical publications from English to Japanese and vice versa. Serves as a coordinator when requested to modify a vehicle to meet safety standards, etc. Serves as liaison and interpreter (verbal and written) between Chief, Supervisor/Customer, Shop Sections, and outside agencies. Assists the supervisor in performing the other administrative duties as assigned. Organizes data effectively to meet various management needs and maintains production reports and records. 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></p> <p>Must have at least one year of specialized experience in the related work at the next lower grade level, or equivalent. And, 1 year Time-in-Grade (TIG) at the next lower grade.</p>	

**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 (LPL-2) is required. However, Fluent proficiency (LPL-3) is highly desirable. Ability is used to understand and translate technical publications written in English.

**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 or be able to obtain a valid certificate for operation of Forklift 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) before effective date of appointment (勤務開始日までに).
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.
2. Knowledge or certified in the Global Combat Support System (GCSS) and other maintenance services monitoring system.
3. Knowledge in safety regulations, practices, and procedures on the U.S. Army regulations and Japanese Government local policies and requirements.
4. Knowledge of personnel management policies, practices and procedures, sexual harassment prevention and equal employment treatment.
5. Knowledge to operate Computer (Microsoft Office, Outlook, Internet searches, professional emails) to support administrative tasks.
6. Ability to manage overall direction and coordination of subordinate work activities and functions and implement sound personnel policies, practices, and procedures through one or more levels of subordinate supervisors.
7. Ability to read and interpret blueprints, diagrams, sketches, and technical specifications.
8. Ability to effectively communicate in English and Japanese in level two, both orally and in writing.
9. 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 work overtime when requested.
5. Must be able to work outside of normal duty hours when requested.
6. This position is designated as "Mission Essential" which requires incumbent to report to duty or continue performing duties during emergencies or exigent situations such as but not limited to natural disasters, adverse weather, terrorist activity, radioactive/poisonous gas release, outbreak of pandemic disease or other events that may present danger to any USFJ facility, personnel or LN employees, or which require extraordinary USFJ assistance for relief measures.

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

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

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

**応募方法/How to apply:**

必要提出書類を締切日までに 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.