

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

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

(2026年5月20～26日)

**Announcement period is from 20 to 26 May 2026**

求人案内、応募書類および記入サンプルは以下のウェブサイトに掲載しております。  
Vacancy Announcement, Job Application, and Sample Forms can be found at the following webpage:

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

最新のUSFJフォーム196aEJ(20260415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 (20260415 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-okj-stff-and-clss@army.mil](mailto:usarmy.torii.usarj.mesg.g1-jeso-okj-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下）、および在日米陸軍人事事務所（建物番号218）2階 JESO 掲示板下の投函箱へ提出して下さい。各種証明書（運転免許証のコピー、LPL など）については、募集要項に記載の必要書類のみをご提出ください。履歴書は両面印刷ではなく片面印刷でご提出ください。投函箱へ提出する際には封筒、クリアファイルなどには入れずにホッチキスで左上をとめて投函して下さい。

For supporting documents such as a copy of driver's license, LPL, etc., please submit the required documents only per the announcement. Please submit the hard copy application in the drop box located at the Main Gate of Torii Station (below 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	協約 Agreement	提示日 Open Since
Postal Clerk 郵便事務員	[DHR-26-06] LTE NTE 2 Years	USAG-O DHR	1-4	2	MLA	5/20/2026
Storage Specialist 保管専門職	[ADO-PA-09-26]	10 <sup>TH</sup> SG AMMO DEPOT	1-5	2	MLA	5/20/2026
Safety Technician 安全専門職	[SAFETY-026-02]	USAG-O SAFETY OFFICE	1-5 (1-6)	3 3	MLA	5/20/2026
Personnel Technician 人事専門職	[JESO-3-26]	USARJ G1 CPD JESO	1-5 (1-6)	3	MLA	5/20/2026
Tractor-Trailer Driver Forman A トラクター・トレーラー運転手 フォーマン A	[LRC-067-26]	403d AFSB LRC Okinawa	2-8	1	MLA	5/13/2026
Engineering Technician (Electrical) エンジニアリング専門職 (電子) *	[OM-52-24]	U.S. Army Corps of Engineers	1-6 (1-7)	2 (2)	MLA	5/6/2026
Ground Electronic Mechanic 地上電子機械工	[PW25-46]	USAG Okinawa DPW	2-8	1	MLA	4/22/2026
Interpreter-Translator 通訳-翻訳職	[OM-11-26] LTE NTE 1 Year	U.S. Army Corps of Engineers	1-6	4	MLA	4/22/2026
Engineer (Architectural) エンジニア (建築)	[PW26-25]	USAG Okinawa DPW	1-7	2	MLA	4/15/2026
Engineer (Mechanical) エンジニア (機械)	[PW26-23]	USAG Okinawa DPW	1-7	2	MLA	4/15/2026
Engineer (Mechanical) エンジニア (機械)	[PW26-37]	USAG Okinawa DPW	1-7	2	MLA	4/15/2026
Engineer (General) エンジニア (一般)	[PW26-35]	USAG Okinawa DPW	1-7	2	MLA	4/15/2026
Sales Checker セールスチェッカー	[MWR-26-21] LTE NTE 10/31/2026	USAG Okinawa DFMWR	1-3	1	IHA	4/15/2026
Engineering Technician (General) エンジニアリング専門職 (一般)	[PW26-29]	USAG Okinawa DPW	1-6	3	MLA	4/15/2026
Refrigeration and AC Mechanic 冷蔵及び空気調節機械工	[PW26-09]	USAG Okinawa DPW	2-6 (2-7)	0 0	MLA	4/8/2026
Fuel Distribution System Mechanic Foreman A 燃料配給組織機械工	[PW26-33]	USAG Okinawa DPW	2-8	Pre-1	MLA	4/1/2026
Heavy Crane Operator 重量クレーン運転手	[PW26-04] LTE NTE 5/31/2026	USAG Okinawa DPW	2-7	0	MLA	3/25/2026
Automotive Equipment Inspector 自動車装置検査工 *	[LRC-049-22]	403d AFSB LRC Okinawa	2-8 (2-9)	1 (2)	MLA	3/18/2026
Sales Checker セールスチェッカー	[MWR-26-21] LTE NTE 5/31/2026	USAG Okinawa DFMWR	1-3	1	IHA	3/18/2026
Engineering Technician (Civil) エンジニア (土木) *	[OM-22-22]	U.S. Army Corps of Engineers	1-5 (1-6) (1-7)	2 (2) (2)	MLA	2/4/2026

Engineer (Civil) エンジニア（土木）	<b>[OM-23-25]</b>	U.S. Army Corps of Engineers	1-8	2	MLA	9/24/2025
Engineer (Civil) エンジニア（土木）	<b>[OM-15A-23]</b> <b>LTE NTE 2-Year</b>	U.S. Army Corps of Engineers	1-8	2	MLA	6/25/2025
Engineer (Civil) エンジニア（土木）	<b>[OM-19-25]</b>	U.S. Army Corps of Engineers	1-8	2	MLA	6/18/2025
Engineer Technician (Architectural) エンジニアリング専門職（建築）*	<b>[OM-51-24]</b>	U.S. Army Corps of Engineers	1-5 (1-6) (1-7)	2 (2) (2)	MLA	5/7/2025
Engineering Technician (Electrical) エンジニアリング専門職（電子）*	<b>[OM-05-25]</b>	U.S. Army Corps of Engineers	1-6 (1-7)	2 (2)	MLA	1/22/2025
Engineer (General) エンジニア（一般）	<b>[PW-21-40]</b>	USAG Okinawa DPW	1-7	2	MLA	1/15/2025
Engineer (Fire Protection) エンジニア（消防）	<b>[OM-01-25]</b>	U.S. Army Corps of Engineers	1-7	2	MLA	12/11/2024
Engineer (Mechanical) エンジニア（機械）	<b>[PW24-20]</b>	USAG Okinawa DPW	1-7	2	MLA	8/28/2024
Engineer (Civil) エンジニア（土木）	<b>[PW23-06]</b>	USAG Okinawa DPW	1-7	2	MLA	8/28/2024
Engineer (Architectural) エンジニア（建築）	<b>[PW24-49]</b>	USAG Okinawa DPW	1-7	2	MLA	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)	MLA	7/17/2024

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

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

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

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

**職種への応募方法:**

- (1) 掲載求人へ応募される方は、この求人案内カバーシートおよび応募される応募要件をよくお読みください。
- (2) 内容をご理解、ご了承いただいたうえで、履歴書 (USFJ Form 196aEJ 20260415)、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下
- 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) :**

- 履歴書 (USFJ Form 196aEJ) 20260415
- 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

**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 196aEJ (20260415) and other required supporting documents by the closing date in one of the following drop off boxes.
- (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 under the map of Torii Station)
- 2. Torii Station, Japanese Employment Services Office Okinawa (Building 218), 2nd floor

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

- Personal History Statement (USFJ Form 196aEJ) 20260415
- Copies of English Proficiency Test for LPL requirement, see below chart
- Copies of License(s) and/or Certificate(s)

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

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

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

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

**REMARKS ON NEPOTISM:**

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

**NOTE:**

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

<p><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b> <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number <b>20-JESO-26</b></p> <p>募集期間/Opening Period <b>20 - 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA 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 MLA、IHA、MA 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 MLA, IHA, MA 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>Postal Clerk MLA-0020</b></p> <p><b>BWT-1 Grade-4 LPL-2</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status <b>LTE NTE 2 years (期間限定 2 年)</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 Okinawa</b> <b>DHR, Military Post Office</b> <b>Torii Station</b></p> <p><b>[DHR-26-06]</b></p>
<p><b>職務内容/Duties</b></p> <p>Performs postal financial services. Checks Identification for all customers to ensure they are authorized to use the APO in accordance with appropriate regulations. Accepts items for mailing and advises patrons of applicable postal and customs regulations. Determines mail ability and adequacy of packaging. Computes charges for postage and special service fees. Affixes appropriate endorsement for category of mail and for special services requested. Sells Money orders, stamps and postal related products. Is accountable for \$1000.00 postage stock and the funds received from the sale of postage stock, money orders. Remits same funds to the Custodian of Postal Effects as required. Maintains an adequate level of stamps available for sale to patrons. Provides courteous direct contact with customers on a one-to-one basis. Performs interpreting and translating duties for authorized non-English speaking Military Postal users regarding postal problems. Receives complaints concerning mail delivery, mail delays, lost mail, completes appropriate forms, and routes them for appropriate action. Loads and unloads mail trucks, sea vans, and other containers. Handles packages and mail sacks weighing up to 70 lbs. Collects mail from drop boxes. Postmarks and cancels outgoing mail and sorts into proper classes and destination. Places mail into trays, pouches, and sacks, and prepares and affixes routing slips. Tags outside mail pieces, weighs and counts outgoing mail. Sorts incoming mail according to mail distribution scheme. Records and processes accountable mail ( other than registered mail) and non-accountable mail. Prepares and checks manifests to ensure proper receipt and dispatch. Rewraps damaged parcels and letters and endorses as required. Receives returned mail from unit mail clerks and provides directory service to same. Operates government vehicle from/to work locations to conduct work assignments. Sorts and distributes mail to authorized patrons through lockboxes and through service window for general delivery mail. Places notices in lockboxes for recipient of large items and of accountable mail to call at window. Verifies and dates general delivery and "hold mail" for incoming permanent change of station or transient personnel, and permanent party personnel. Forwards mail to personnel on leave, temporary duty, or permanent change lockbox combinations, and performs preventive maintenance and minor repairs on lockboxes. Assists in directorizing mail and the processing of claims for lost or damaged indemnity mail. Files insured and certified mail receipts.</p> <p>Performs other supply related duties as assigned.</p>	
<p><b>必要応募資格基準/Minimum Qualification Standards (MQS) Requirement</b></p>	

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

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

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

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

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

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

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

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

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

1. Must be in good physical condition to lift parcels and mail sacks weighing up to 70 pounds.
2. May be required to work on Japanese Holidays.
3. Must be physically fit to perform all assigned duties.
4. Must be able to obtain and maintain GOV driver's license.

**勤務時間/Work Schedule**

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

**タイムイングレード/Time in Grade (TIG)**

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

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 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ご提出ください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

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

<p><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 - 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA 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 MLA、IHA、MA 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 MLA, IHA, MA employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></p>	
<p>職種名・職種番号・基本給表・等級・語学能力級  Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Storage Specialist MLA-205</b></p> <p><b>BWT-1 Grade-5 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>10<sup>TH</sup> Support Group</b>  <b>AMMO Dept. Okinawa, Chibana</b></p> <p><b>[ADO-PA-09-26]</b></p>
<p><b>職務内容/Duties</b></p> <p>Studies planographs and other records reflecting type, number and capacity of storage facilities, gross and net floor space, gross and net cubage and explosives limitations to determine compliance with methods established for the storage of Class V ammunition items and components, and to improve storage space utilization. Recommends changes in stock arrangements; reviews magazine inspection reports and initiates corrective action in routine cases to eliminate incompatible storage or quantity distance violation. Participates in re-warehousing and relocation plans for operational ammunition, components and training devices to ensure compliance with safety and storage regulations and policies; consolidates lots and like items. Selects appropriate locations for storage of project stocks and prepares required detailed storage drawings. Participates in storage planning for various types of ammunition and explosives, including large and small guided missiles. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Recommends changes in operation policies and procedures to improve efficiency and utilization of facilities. Determines space used for all types of storage in igloos, warehouses, standard magazines and shelters in accordance with ammunition storage drawings. Provides information for maintenance of current overall storage plans. Evaluates and coordinates the selection of appropriate sites and facilities for storing items. Advises on ways to improve the efficiency and economy of Storage operations. Coordinates storage pertaining to incoming receipts and long range storage activity with consideration given to compatibility, quantity distance and other pertinent factors. Creates Planographs and/or physically checks locations for space utilizations. Recommends storage space for receipts to storage locations based on notice of ammunition arrivals at port; electronic messages and other receipt information. Utilizes approved storage planning methods under consideration of compatibility and hazard classes of items, assigned explosives limits of storage facility and recommends the most economical and efficient utilization of available storage space. Run various Standard Army Ammunition System (SAAS) reports. Operates government vehicle from/to work locations to conduct work assignments. Furnishes information on directorate capability of available storage space by hazard classification and compatibility. Monitors storage activities, determines reasons for deviations from standards pertaining to cost, tonnage handled, etc., and makes recommendations for corrective action. Usage of NexGen IT/TRIRIGA which provides one authoritative source for data, improving data accuracy and reducing data duplication as it pulls together information from a wide variety of functional areas including real property, operations, energy and</p>	

cost accounting to meet mandated laws, regulations and policies. Facility managers, in cooperation with all occupants of the building, are responsible for the care, management, and protection of assigned real property and are required to safeguard the property from damage or loss. Support the Standard Army Ammunition System (SAAS) SCP 11 implementation effort and become the SAAS expert in your functional area. Work closely with personnel from functional area to develop, record and pilot new business processes. Coordinate and instruct users in functional area in new Enterprise Resource Planning (ERP) system. Performs other related or incidental duties as assigned.

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

Must have at least one (1) year of specialized work experience equivalent to 1-4 OR Completion of four (4) year college/university leading to a bachelor's degree OR Completion of four (4) year college/university.

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

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

Language Proficiency Level 2: Avarege proficiency 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 Japanese driver's license.

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

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

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

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

#### **勤務時間/Work Schedule**

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

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

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (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

**\*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 20260415)
- 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ご提出ください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方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>在日米陸軍 日本人事事務所 沖縄 求人案内  <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>20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA 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 MLA、IHA、MA 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 MLA, IHA, MA employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></p>	
<p>職種名・職種番号・基本給表・等級・語学能力級  Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Safety Technician MLA-287</b>  <b>BWT-1 Grade-5 LPL-3</b></p> <p><b>Safety Inspector MLA-190</b>  <b>BWT-1 Grade-6 LPL-3</b></p> <p><b>This position may be filled at 1-5 or 1-6 grade level depending on the certification, qualification and training of the applicant.</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent/Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>USAG-O</b>  <b>Safety Office, Torii Station</b></p> <p><b>[SAFETY-26-02]</b></p>
<p><b>職務内容/Duties:</b></p> <p>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:</p> <p><b>BWT-1 Grade-5 (Trainee Level):</b>  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. The supervisor provides guidance on new or unusual assignments, and assists the incumbent in determining the parameters of projects, and setting priorities and deadlines. The incumbent performs technical work under close supervision, with spot checks of work in progress. Completed work is reviewed thoroughly in terms of technical accuracy and adequacy. The incumbent may be subject to review by a Position Classification Specialist prior to promotion to the target grade level. Advancement to the full performance level is not automatic with the completion of all qualification requirements, but is contingent upon the assignment and performance of higher level duties or, a regular basis. The immediate supervisor must assure that the developmental level has been adequately mastered through actual performance.</p> <p><b>BWT-1 Grade-6 (Full-Performance Level):</b></p>	

Assists the Safety Manager in all aspects of the safety and occupational health program dedicated to risk management and accident prevention. Serves as a Safety Inspector responsible for planning, organizing, implementing, monitoring, and evaluating the effectiveness of safety and health projects and programs that prevent Army accidents in support of the United States Army Garrison Okinawa (USAG-O) mission. Serves as a technical specialist and key advisor to the Garrison Safety Manager. Assists in planning, developing, and evaluating a comprehensive safety and occupational health program for all units and activities assigned, attached, or supported by USAG-O. **INSPECTIONS:** Performs facility and work center inspections to ensure compliance with safety requirements. Conducts staff assistance visits as directed by the Safety Manager. Prepares formal reports of surveys and inspections within mandated timelines. Plans, schedules, and conducts periodic safety and health surveys of work sites. Inspects conditions affecting the health, efficiency, and environment of personnel to eliminate or minimize unhealthful conditions. Consults and coordinates with technical experts—including Industrial Hygienists, Health Physicists, Physicians, Environmental Specialists, and Facility Engineers—to resolve complex hazards and develop safety guidance and procedures. **ACCIDENT INVESTIGATION:** Investigates and analyzes accidents and incidents that cause injury or property damage, including hazardous conditions that may result in injury or death. Prepares investigative reports identifying findings and required corrective actions, and monitors corrective actions to completion. Analyzes command-wide mishap data to identify unfavorable trends and causal or contributing factors. **HAZARD REPORTING:** Investigates hazardous conditions, equipment, and practices to determine hazard severity and develop corrective actions. Provides technical assistance and guidance to commanders, directors, staff officers, activity chiefs, and supervisors on compliance with Army regulations, Occupational Safety and Health Administration (OSHA) standards, and other applicable requirements. Provides technical expertise in applying safety and occupational health principles, methods, and techniques. Encourages community participation in identifying hazards through recognized reporting channels. **PROGRAM MANAGEMENT:** Assists in planning, organizing, implementing, and monitoring the effectiveness of safety and occupational health projects and programs supporting the USAG-Okinawa mission for military and civilian personnel. Prepares written guides, Standard Operating Procedures (SOPs), and safety standards to prevent unsafe conditions and accidents. Provides technical and administrative recommendations for mandated safety programs. Coordinates and provides guidance to Unit Safety Officers. Attends planning meetings for on-post events and provides support based on assessed risk. Advises garrison and installation elements on safety requirements and management responsibilities to reduce mishap potential. Monitors local Safety Improvement and Awareness Programs to evaluate training effectiveness. Coordinates problem-solving activities related to safety equipment procurement and industrial workplace issues with operational and support personnel. **TREND ANALYSIS:** Administers a management information system that generates mishap, injury, and illness data for the command and subordinate elements. Identifies hazardous conditions requiring in-depth analysis and implements measures to control or eliminate unsafe conditions. Monitors workplaces with high injury rates or hazardous operations. When safety and health standards do not exist, develops solutions, criteria, and guidelines. **SAFETY TRAINING:** Conducts safety training by preparing training aids, translating materials between Japanese and English, creating lesson plans, and scheduling and conducting required safety classes. Provides safety briefings, prepares safety literature and promotional materials, and conducts training to ensure personnel understand hazards and mitigation techniques. Promotes safety awareness through councils, committees, and safety stand-down events. Distributes safety articles, newsletters, bulletins, and promotional items. Conducts Status of Forces Agreement (SOFA) Driving in Japan training and Newcomers Orientation sessions conducted by Directorate of Human Resources (DHR) and Morale, Welfare and Recreation (MWR) Army Community Service (ACS). **SPECIAL PROJECTS:** Conducts time-sensitive assignments, studies, and projects as directed by the Safety Manager. Coordinates with work center supervisors to obtain information on new equipment or operations lacking existing mitigation policies. Prepares status reports using knowledge of the safety program. Responds to inquiries from Unit Safety Officers. Prepares written reports to leadership on program status. Compiles narrative and trend analysis materials for leadership briefings. Records safety meeting minutes and distributes them to appropriate organizations. Attends construction planning

meetings with contractors and Army activities. Reviews and approves contractor safety programs and plans. Other Requirement: Requires operating a government vehicle to travel to all USAG Okinawa installations—including Torii Station, Naha Military Port, Chimu-wan 1/2/3, Kuwae Tank Farms 1/2, Fort Buckner, Camp Foster, Camp Courtney, Tengan Pier, and Bolo Point—to perform assigned duties. 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-5:** Must have at least one (1) year of specialized experience equivalent to the next lower grade level (1-4) OR Completion of four (4) year college/university.

**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 Fluent English proficiency (LPL: 3) 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 Japanese Driver's License (普通自動車運転免許 AT Limited is acceptable)

**BWT-1 Grade-6:**

At least one year of specialized experience equivalent to the next lower grade level (1-5) OR Completion of four (4) year college/university in a related field OR two (2) academic year of graduate level education.

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

Ability to speak, read, and write English and Japanese at Fluent English proficiency (LPL: 3) 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 Japanese Driver's License (普通自動車運転免許 AT Limited is acceptable)

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

1. Have good skills in using MS office products.
2. Be able to plan, organize, direct, operate and evaluate the safety and occupational health programs.
3. Have good communication skills both in Japanese and English and be able to translate as required.

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

1. Must be able to pass required physical exam.
  - a. Must be able to lift items up to 10 kg.
  - b. The work requires regular and recurring physical exertion such as standing for long periods, climbing, bending and stooping to observe and study work operations during adverse weather conditions, heights greater than 1.5 meters, confined space entry, exposure to flammable fumes and vapors, high noise levels, and ammunition / explosives requiring protective equipment such as respirators, hard hats, ear plugs, safety goggles etc. .
2. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
3. Must be able to obtain Government of Japan Class-1 Occupational Health Administrator's license within 5 years of date of hiring.
4. The employee is required to have / will complete all requirements for CP-12 ANSI Occupational Health Certificate, and ANSI Explosive Safety Certificate Level I, IAW D.A. Safety Center / Combat Readiness Center Certificate Program within 5 years of date of hiring

5. Must be able to support weekend and intermittent overtime when required.
6. Must be able to go on temporary duty (TDY) as needed.
7. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

勤務時間/Work Schedule: Mon-Fri 0730-1615 (Recess: 1145-1230)

**\*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 20260415)
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart)
- 免許証・証明書等のコピー / Copies of License(s) and/or Certificate(s)

**応募方法/How to apply:**

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

Submit USFJ Form 196aEJ (20260415) and other required supporting documents by the closing date in one of the designated drop off boxes. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

<p><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA 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、MA 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 MLA, IHA, MA employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></p>	
<p>職種名・職種番号・基本給表・等級・語学能力級  Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Personnel Technician MLA-461</b>  <b>BWT-1 Grade-5 LPL-3</b></p> <p><b>Employment/Staffing Technician</b>  <b>MLA-499</b>  <b>BWT-1 Grade-6 LPL-3</b></p> <p><b>This position may be filled at 1-5 or 1-6 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>USARJ G-1 CPD JESO Okinawa</b>  <b>Torii Station</b></p> <p><b>[JESO-3-26]</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>  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.</p> <p><b>BWT-1 Grade-6 (Full-Performance Level):</b>  Works under the general supervision of Lead, Japanese Employment Services Office (JESO) Okinawa, who outlines the goals, objectives, priorities, deadlines, and mission. Receives guidance when dealing with unusual situations that do not have clear precedents. The employee is responsible</p>	

for planning and carrying out the assignment, resolving most of the conflicts that arise in accordance with instructions, policies, or accepted practices, coordinating the work with others as necessary. Keeps the supervisor informed of progress and potentially controversial matters. Completed work is evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Independently performs the full range of actions and procedures for recruitment (selection and placement) of Japanese Personnel, both Master Labor Contract (MLC) and Indirect Hire Agreement (IHA). Assists and advises managers in planning for staffing projected organizations. The actions and procedures include; a) Conducting job analysis and interviews with managers to determine knowledge, skills and abilities (KSA) and other special considerations and conditions required for successful performance of the duties assigned to the positions. Developing a crediting plan to rate applicants against the criteria, as needed. Convening subject matter experts (SME) to gather information for establishment of appropriate qualification standards and proper rating depending on necessity of each recruitment case.

b) Preparing and developing various ways to recruit positions through strategic recruitment discussions (SRD) with managers/supervisors. In coordination with serviced Labor Management Organization for USFJ Employees, Incorporated Administrative Agency (LMO, IAA) and local Defense Offices (DO), representative of Government of Japan (GOJ), conducting visits to vocational training schools and colleges/universities, job fairs and other promotion actions for recruitment. Researching and analyzing available recruitment sources such as Public Employment Security Office under Health, Labor and Welfare Ministry of Japan, Human Resources Bank, variety of commercial recruitment contractors to collect and provide good pool of applicants for selection.

c) Independently initiating vacancy announcements reflecting qualifications and requirements in trainings, education, licenses, certificates to comply with the regulations and to publicize the announcement information in an effective manner. Screening each application and carefully evaluating KSA of each applicant to determine the experience and/or education is creditable and to find if the applicant meets Time in Grade (TIG), Minimum Qualification Standards (MQS), and other qualification required for the position. After determining all applicant's qualification for the position to be recruited, maintaining individual record of rating and issuing referral lists of applicants qualified and eligible for selection. Participating in the process of selection for key positions.

d) Making a job offer and obtaining commitment from the selected applicant. Coordinating with LMO for preliminary procedures and generating personnel action for hire and placement. Coordinating with the selecting official and/or the Civilian Personnel Office, if needed, as in determination of effective date, wage, and other employment conditions to comply with the procedure set forth in the pertinent contract/agreement. e) Maintains as liaison with agencies of GOJ such as LMO/DO/DB and personnel offices of USFJ installations for smooth transaction of recruitment. f) Operates government vehicle from/to work locations to conduct work assignments. Independently executes every kind of personnel action and/or assists and provides guidance to the activities to fulfill their needs in personnel actions and logs them. Serves as the POC for personnel action with local nationals and facilitates its completion. Reviews, interprets, and applies Master Labor Contract (MLC), Mariner's Contract (MC), and Indirect Hire Agreement (IHA), USARJ/USAG-J and USFJ policies, Japanese Labor Standard Law and other directives in administrating local nationals' program. Provides managers as well as employees with technical and administrative guidance on all aspects of employment and pertinent regulations. Counsels employees and advises managers to administer special actions to include reduction-in-force, elimination of positions, and priority placement. Maintains local employee database system and Defense Civilian Personnel Data System (DCPDS) and updates them for accuracy. Prepares and customizes employee data reports as requested. Collects and analyzes the data utilizing various applications for management's needs. Performs work involved in the PD update at the time of recruitment. Assists managers/supervisors in updating and modifying PD to ensure it reflects required information pertains to the positions. Processes Personnel Work Order (USFJ Form 31EJ) for a vacant position to be filled and for Post Retirement Employment (PRE) actions. Reviews, compares, and analyzes the duties of PD submitted from the organization to verify if duties comply with the Job Definition used for the position. Asks management inquiries when detecting noticeable changes in the new PD for clarification. Requests for newest organization chart to verify if the position

is properly assigned to the organization that aligns with the organization's position structure. Verifies the language proficiency level (LPL) and provides guidance to the management when they request to make a change to the LPL assigned to the PD. Refers to unusual, unprecedented, or questionable duty matters to Zama Classification for clarifications (e.g., accretion of duties, re-descriptions, position reviews, impact of the person on the job). Files and maintains such documents as PD, Organization chart, diagrams, and technical publications in accordance with Army Regulations. Perform other related or incidental duties as assigned.

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

##### **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.

**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)**

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

Language Proficiency Level 3: Fluent proficiency

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

Language Proficiency Level 3: Fluent proficiency

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

1. Must have Japanese driver's license.
2. For non-native Japanese speaker: Must have a score of 900 in Test of Practical Japanese.

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

1. Knowledge of a wide range of methods, principles, and practices commonly used in the staffing, recruitment, and classification process.
2. Knowledge of the organizations programs and operations as well as knowledge of the regulations, and directives governing the assigned function.
3. Knowledge of customer support principles sufficient to receive, respond to, and ensure resolution of problems.
4. Skill in evaluating and analyzing organizational structures, staffing needs, and recruiting qualified candidates.
5. Skill in the use of a variety of automated equipment and applications, including word processing, spreadsheet, and database applications.
6. Ability to communicate effectively (both orally and in writing) to individuals and groups to present explanations of complex human resources programs, policies, and procedures.
7. Ability to interact tactfully, effectively and appropriately with a wide variety of people to resolve difficulties while complying with regulations, procedures, and mission requirements.
8. Ability to maintain positive work atmosphere while achieving performance expectations.

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

1. Must be available to complete training as required.
2. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
3. Must be able to work overtime or temporarily adjust work schedule as needed.

4. Must be able to go on temporary duty (TDY) as needed.
5. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

**勤務時間/Work Schedule**

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

**タイムイングレード/Time-in-Grade (TIG)**

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

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 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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Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes. Incomplete applications (e.g., applications without signature, required information or certificates/documents) and applications not meeting the suspense date will not be considered. Applications with false statements are invalid. Current USFJ employees who are outside the area of consideration will not be considered. All submitted documents will not be returned.

<p>在日米陸軍 日本人事事務所 沖縄 求人案内</p> <p><b>U.S. Army Japan Japanese Employment and Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA 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 MLA、IHA、MA 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 MLA, IHA, MA 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>Tractor-Trailer Driver Foreman A</b>  <b>MLA-2037</b></p> <p><b>BWT-2 Grade-8 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>403d AFSB</b>  <b>LRC-Okinawa, Transportation</b>  <b>Motor Pool, Torii Station</b></p> <p><b>[LRC-067-26]</b></p>
<p><b>職務内容/Duties</b></p> <p>Works under the general supervision of the Chief, Transportation Motor Pool (TMP). Receives assignments in terms of objectives, priorities, and deadlines. Independently plans and carries out the successive steps of assigned tasks and resolves problems in accordance with established procedures, instructions, and accepted practices. Completes work that is reviewed for technical soundness, appropriateness, and compliance with policy. Operates tractor-trailer vehicles (More than 10 tons) to transport pallets, cargo, and equipment in support of TMP operations. Conducts Preventive Maintenance Checks and Services (PMCS) on all assigned Non-Tactical Vehicles (NTVs) and ensures safe and compliant operation in accordance with host nation driving standards. Operates passenger buses to transport soldiers, civilians, contractors, and Host Nation Employee (HNE). Provides transportation service for authorized personnel and supports wrecker requests for LRC-owned and managed NTVs. Performs forklift (3 ton or more) operations to load, unload, and move materials at LRC Torii Station. Checks routes, traffic conditions, and safety requirements to ensure safe vehicle operation. Plans load placement to prevent shifting, damage, or unsafe conditions during transport. Operates government vehicles to/from work locations to conduct work assignments. Performs full range of working leader duties. Provides day-to-day work direction to assigned personnel and establishes priorities, deadlines, and daily schedules to meet TMP mission requirements. Assigns tasks based on workload, operational needs, and available resources. Provides on-the-job instruction, ensures compliance with safety and housekeeping rules, and maintains group discipline. Explains management goals, policies, and procedures to subordinates and monitors work progress to ensure quality and adherence to standards. Provides performance-related guidance and informal counseling to support employee development. Coordinates leave schedules to ensure continuous mission support and adequate staffing. Provides administrative support to TMP operations by performing mail distribution, transporting vehicles to the Maintenance Department, and conducting occasional trips to the Defense Reutilization and Marketing Office (DRMO). Assists the Vehicle Dispatcher by responding to telephonic inquiries, supporting vehicle dispatch functions, and refilling the fuel station as required.</p>	

Operates a crane (60 tons) on an incidental basis to support heavy lifting requirements, including containers (20 feet) and other standard and non-standard loads. Ensures safe operation in accordance with licensing requirements and established procedures. 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 transportation/motor pool operation at the next lower grade (2-7) level.

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

Language Proficiency Level 1: Elementary proficiency is required.

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

1. Must have a valid GOJ Heavy Vehicle driver's license (more than 11 tons) / 大型一種自動車免許 (11 トン以上)
2. Must have a GOJ Heavy Special Vehicle driver's license (大型特殊免許).
3. Must have a GOJ certificate for Trailer-Towing license (けん引免許).
4. Must have a GOJ certificate for Forklift driver's license (more than 1 ton / フォークリフト運転技能講習修了証 (1 トン以上).
5. Must have a GOJ certificate for Mobile Crane Operator's license (移動式クレーン運転免許).

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

1. Be able to brief the Motor Pool Officer on all the work activities and consults for VIP visits.

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

1. Must be in good physical condition to perform all assigned duties.
2. Must be able to complete all required training as required.
3. Must be able to work overtime when required.
4. Must be able to work outside of normal duty hours and temporary work schedule change as necessary.
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.
6. Must be able to obtain and maintain Military Motor Vehicle Operator's License.

**勤務時間/Work Schedule**

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

**タイムイングレード/Time in Grade (TIG)**

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

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 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ご提出ください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

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<p><b>在日米陸軍 日本人人事事務所 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>20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA 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 MLA、IHA、MA 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 MLA, IHA, MA 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 MLA-384</b>  <b>BWT-1 Grade-6 LPL-2</b></p> <p><b>Engineer (Electrical) MLA-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, Engineering Division, Okinawa Engineering Design Branch, Camp Foster</b></p> <p><b>[OM-52-24]</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-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</p>	

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

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

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

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

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

[Education/License] Must be a four (4) year college or university graduate with specialized education in Electrical Engineering OR possess an official engineering license, [e.g., Building Electrical Engineer for Electrical or 1st or 2nd or 3rd-Class Electrical Chief Engineer (建築設備士(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 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 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):**

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**\*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 20260415)

語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)

免許証・証明書等のコピー / Copies of License(s) and/or Certificate(s)

**応募方法/How to apply:**

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<p><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>#20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLC, IHA, MC employees in Japan</li> <li><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLC, IHA, MC employees in Okinawa</li> <li><input checked="" type="checkbox"/> 沖縄県内の在日陸軍日本人人事事務所から人事サービスを受けている全 MLA、IHA、MA 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 MLA, IHA, MA employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes)</li> <li><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</li> </ul> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></p>	
<p>職種名・職種番号・基本給表・等級・語学能力級  Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Ground Electronic Mechanic, MLA-2347</b></p> <p><b>BWT-2 Grade-8 LPL-1</b></p> <p style="text-align: center;"> <span style="background-color: #00FF00; padding: 2px;">沖縄県外からの応募者のみ</span>  <span style="background-color: #00FF00; padding: 2px;">↓応募書類をメールにてご提出ください。</span>  <span style="background-color: #00FF00; padding: 2px;">Applicants from outside of Okinawa may submit the required documents to the email address below.</span>  <span style="background-color: #00FF00; padding: 2px;">usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</span> </p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent/Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>USAG Okinawa, DPW, O&amp;M Division</b>  <b>U&amp;E Branch, Torii Station</b></p> <p><b>[PW25-46]</b></p>
<p><b>職務内容/Duties:</b></p> <p>Works under the general supervision of the Chief, Operation and Maintenance Division and Foreman B, who provide continuing or individual assignments by indicating what is to be done, along with limitations, expected quality and quantity, deadlines, and priorities. For new, difficult, or unusual assignments, they offer additional, specific instructions, including suggested work methods and guidance on available source materials. Independently carrying out recurring tasks without detailed instructions, but refers deviations, problems, or unfamiliar situations to the supervisors for assistance or decision-making. The employee keeps the supervisors informed of progress and any potentially sensitive or controversial matters. The supervisors ensure that completed work and methods used are technically accurate and comply with instructions or established procedures, as required.</p> <p>Performs maintenance and repair to the Joint-Services Interior Intrusion Detection Systems (J-SIID's); Fire Alarm Systems; Sprinklers, Electronic Automatic Fire Doors, Electric Roll up Doors, Cipher lock electronic controls systems, Automatic Emergency lights, Electronic Tank Level Gauges, and Electronic Fire Monitor Units, sewer pump controls system. Operates and maintains Direct Digital Control (DDC) systems supporting Heating, Ventilation, and Air Conditioning (HVAC) units on Army facilities. Installs, operates, troubleshoots and repairs DDC panels and equipment. Tests electronic equipment to verify code compliance. Performs Ground Electronic troubleshooting, repairs, overhauls, modifications, calibrations, adjustments, installations and tests of equipment used for control circuitry (millivolts) such as multi-meters &amp; clamp meters. Performs technical inspections of equipment items and recommends appropriate action. Operates government vehicles to/from work locations to conduct work assignments. Performs other duties as assigned.</p>	

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

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

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

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

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

1. Must have a valid GOJ driver's license (普通自動車免許マニュアル車)
2. Must have Japanese Electrician's Certificate (Denki Koujishi) 1st or 2nd Class(第一種または第二種電気工事士資格保持者).
3. Must have a GOJ Fire Protection Engineer License (消防設備士 甲種4類, 甲種1類保持者).

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

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

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

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

**タイムイングレード / Time-in-Grade (TIG)**

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

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 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1ページ目に記載の投函箱までご提出ください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

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

<p><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment and Services Office Okinawa</b> <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number <b>20-JESO-26</b></p> <p>募集期間/Opening Period <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA 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 MLA、IHA、MA 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 MLA, IHA, MA 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><b>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> <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>Interpreter-Translator MLA-103</b></p> <p><b>BWT-1 Grade-6 LPL-4</b></p> <p><b>This is a Limited Term Employment (LTE) position not to exceed 1 year. The employment may be extended without further competition.</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status: <b>LTE NTE 1 year (期間限定 1年)</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>Construction Division, Camp Lester</b></p> <p><b>[OM-11-26]</b></p>
<p><b>職務内容/Duties</b></p> <p>Works under the general supervision of the Chief of Ryukyu Area Office, who makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations that do not have clear precedents. Responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Performs work involved in interpreting and translating oral or written statements from English into Japanese and vice versa. Acts as interpreter at interviews, various functions and events, meetings, lectures, discussions, conferences, interrogations, involving technical and specialized subject matters such as protocol, politics, engineering, medicine, legal, law, economy, science, criminal investigations, etc. Performs consecutive or simultaneous interpretations on a variety of subjects such as local government affairs and local customs. Interprets in a narrow specialty field, such as in non-routine matters involving Japanese judicial system, laws and regulations. Provides assistance and acts as interpreter to the management or U.S. personnel under the Status of Forces Agreement (SOFA) involving local nationals and properties. Assures mutual understanding between U.S. and Japanese officials and personnel concerned. Expresses ideas in both English and Japanese accurately and completely in appropriate style and with the intent of the original speaker. Translates materials and documents of technical, scientific, legal, economic, medical, or professional nature involving the use of special terminology of the specialized subject matter as well as processing the various forms, such as claims forms, and giving advice on foreign affairs and customs if necessary. The documents include but not limited to local newspaper articles and TV news related to letters directives, regulations, statements, safety bulletins and procedures, command brief from or to Government of Japan, Okinawa Prefecture Governments, local municipal governments, local police and law enforcement offices, and other respective organizations. Translates accurately as</p>	

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

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

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

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

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

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

Language Proficiency Level 4: Exceptional proficiency is required.

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

1. Must have a valid Japanese driver's license.
2. For non-native Japanese speaker: Must have a score of 900 in Test of Practical Japanese.

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

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

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

1. Must be able to walk and stand frequently.
2. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
3. Must be able to work overtime or temporarily adjust work schedule as needed.
4. This position will require the incumbent to travel occasionally for the purpose of events, meetings, lectures, discussions, conferences, and/or attending trainings.
5. Mission-Essential employees as determined by their chain of command, may be required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

### 勤務時間/Work Schedule

Monday-Friday (40 hours per week)

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

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

### タイムイングレード/Time in Grade (TIG)

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

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

履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)

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>募集可能従業員/Area of Consideration:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</li> <li><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MCA employees in Okinawa</li> <li><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 MLA、IHA、MA 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 MLA, IHA, MA employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</li> <li><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</li> </ul> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></p>	
<p>職種名・職種番号・基本給表・等級・語学能力級  Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Engineer (Architectural) MLA-525</b></p> <p><b>BWT-1 Grade-7 LPL-2</b></p> <p style="text-align: center;"> <span style="background-color: #00FF00; padding: 2px;">沖縄県外からの応募者のみ</span>  <span style="background-color: #00FF00; padding: 2px;">↓応募書類をメールにてご提出ください。</span>  <span style="background-color: #00FF00; padding: 2px;">Applicants from outside of Okinawa may submit the required documents to the email address below.</span>  <span style="background-color: #00FF00; padding: 2px;">usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</span> </p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent / Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>USAG-O, DPW, Engineering Division, Torii Station</b></p> <p><b>[DPW-26-25]</b></p>
<p><b>職務内容/Duties:</b></p> <p>Develops detailed project scopes of work for large and complex projects through coordination with customers, site investigations, and basic technical research. Applies architectural engineering principles, practices, and methods to prepare detailed specifications, schematics, and plans that fully communicate all technical requirements for construction contracts. Develops project standards and criteria, as necessary, for unique situations where conventional engineering methods do not apply. Prepares detailed cost estimates, schedules, technical analyses, design calculations, reference drawings, and as-built drawings, as required, to support the negotiation and solicitation of large and complex construction contracts. Performs project management functions including coordination, scope development, scheduling, estimating, budgeting, funding requests, and site inspections to support internal and external contracting agencies such as the Air Force Contracting Squadron and the U.S. Army Corps of Engineers, etc. Reviews design analyses and proposed engineering solutions for large and complex projects prepared by Architect-Engineer (A-E) firms to ensure the application of appropriate engineering principles, practices, and methods. Evaluates construction contract plans, specifications, schedules, and cost estimates developed by A-E firms to verify technical accuracy, completeness, and validity for negotiation with contractor bidders. Reviews shop drawings and material submittals submitted by construction contractors to ensure compliance with contract requirements. Conducts technical evaluations of contractor bids for large and complex construction contracts to determine whether proposals are reasonable, complete, and technically aligned with 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 to defend the command's position on critical or adverse engineering issues raised</p>	

by higher-echelon engineers, manufacturers, contractors, other agencies, the Government of Japan (GOJ), and local governments. Represents the command in negotiations with engineers from the GOJ, the U.S. Army Corps of Engineers, other military services and agencies, and local governments and communities to resolve critical or controversial aspects of engineering projects and issues. Creates, revises, and updates recurring service contracts to meet the operational needs of the Garrison and supported facilities, including the development of performance work statements, contract documents, cost estimates, schedules, and associated funding requirements. Applies sound engineering and scientific principles to analyze and develop alternative solutions to highly complex engineering problems. Develops standards, criteria, and methodologies for unique situations where conventional engineering approaches do not apply. Prepares cost estimates for engineering solutions and conducts detailed economic analyses and feasibility studies to determine the most effective course of action. Prepares comprehensive technical reports outlining alternative solutions, analytical methods, calculations, estimated costs, and recommended actions. Performs construction management duties, including inspections, funding requests, project tracking, schedule analysis, preparation of modification packages, progress reporting, and project close-out. Operates government vehicles to accomplish daily assignments.  
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 ([Architectural Engineering](#)) field or process an official engineering license, e.g. First or Second Class Architect's License/Kenchikushi (1級もしくは2級建築士).

[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 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 Japanese driver's license.

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

1. Successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.
2. Comprehensive knowledge of engineering concepts, principles, methods and practices in (Electrical Engineering) field.
3. Must have experience with standard office computer software, Microsoft Office, Adobe, etc..
4. 5 years practical experience in Architectural Engineering field is highly desirable.
5. Registered Architect (R.A.) is highly desirable.

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

1. 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.
2. Must be physically fit to perform all assigned duties listed in PD.
3. Must be able to stand or walk for long period under the extreme weather conditions.
4. Must be able to work outside of normal duty hours when required/directed.
5. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
6. Relocation cost is authorized.

**勤務時間/Work Schedule:** Monday-Friday (40 hours per week)  
Mon – Fri 0715-1600 (Recess: 1130-1215)

**タイムイングレード / Time in Grade (TIG):**

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

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 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><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 and Services Office Okinawa</b>  <b>Vacancy Announcement for Local National positions</b></p>	<p>空席広報番号/Announcement Number  <b>20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</li> <li><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Okinawa</li> <li><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 MLA、IHA、MA 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 MLA, IHA, MA employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</li> <li><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</li> </ul> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></p>	
<p>職種名・職種番号・基本給表・等級・語学能力級  Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Engineer (Mechanical) MLA-525</b></p> <p><b>BWT-1 Grade-7 LPL-2</b></p> <p style="text-align: center;"> <span style="background-color: green; color: black;">沖縄県外からの応募者のみ</span>  <span style="background-color: green; color: black;">↓応募書類をメールにてご提出ください。</span>  <span style="background-color: green; color: black;">Applicants from outside of Okinawa may submit the required documents to the email address below.</span>  <span style="background-color: green; color: black;">usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-cls@army.mil</span> </p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent / Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>USAG-O, DPW, Engineering Division, Torii Station</b></p> <p><b>[DPW-26-23]</b></p>
<p>職務内容/Duties:</p> <p>Develops detailed project scopes of work for large and complex projects through coordination with customers, site investigations, and basic technical research. Applies mechanical engineering principles, practices, and methods to prepare detailed specifications, schematics, and plans that fully communicate all technical requirements for construction contracts. Develops project standards and criteria, as necessary, for unique situations where conventional engineering methods do not apply. Prepares detailed cost estimates, schedules, technical analyses, design calculations, reference drawings, and as-built drawings, as required, to support the negotiation and solicitation of large and complex construction contracts. Performs project management functions including coordination, scope development, scheduling, estimating, budgeting, funding requests, and site inspections to support internal and external contracting agencies such as the Air Force Contracting Squadron and the U.S. Army Corps of Engineers, etc. Reviews design analyses and proposed engineering solutions for large and complex projects prepared by Architect-Engineer (A-E) firms to ensure the application of appropriate engineering principles, practices, and methods. Evaluates construction contract plans, specifications, schedules, and cost estimates developed by A-E firms to verify technical accuracy, completeness, and validity for negotiation with contractor bidders. Reviews shop drawings and material submittals submitted by construction contractors to ensure compliance with contract requirements. Conducts technical evaluations of contractor bids for large and complex construction contracts to determine whether proposals are reasonable, complete, and technically aligned with 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</p>	

recommendations to defend the command's position on critical or adverse engineering issues raised by higher-echelon engineers, manufacturers, contractors, other agencies, the Government of Japan (GOJ), and local governments. Represents the command in negotiations with engineers from the GOJ, the U.S. Army Corps of Engineers, other military services and agencies, and local governments and communities to resolve critical or controversial aspects of engineering projects and issues. Creates, revises, and updates recurring service contracts to meet the operational needs of the Garrison and supported facilities, including the development of performance work statements, contract documents, cost estimates, schedules, and associated funding requirements. Applies sound engineering and scientific principles to analyze and develop alternative solutions to highly complex engineering problems. Develops standards, criteria, and methodologies for unique situations where conventional engineering approaches do not apply. Prepares cost estimates for engineering solutions and conducts detailed economic analyses and feasibility studies to determine the most effective course of action. Prepares comprehensive technical reports outlining alternative solutions, analytical methods, calculations, estimated costs, and recommended actions. Performs construction management duties, including inspections, funding requests, project tracking, schedule analysis, preparation of modification packages, progress reporting, and project close-out. Operates government vehicles to accomplish daily assignments.

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 (**Mechanical Engineering**) field or process an official engineering license, e.g. Kenchiku Setsubishi (建築設備士), Mechanical/Electrical Engineer.

[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 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 Japanese driver's license.

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

1. Successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.
2. Comprehensive knowledge of engineering concepts, principles, methods and practices in (Electrical Engineering) field.
3. Must have experience with standard office computer software, Microsoft Office, Adobe, etc..
4. 5 years practical experience in Mechanical Engineering field is highly desirable.
5. Professional Engineer (P.E.) is highly desirable.

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

1. 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.
2. Must be physically fit to perform all assigned duties listed in PD.
3. Must be able to stand or walk for long period under the extreme weather conditions.
4. Must be able to work outside of normal duty hours when required/directed.
5. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
6. Relocation cost is authorized.

**勤務時間/Work Schedule:** Monday-Friday (40 hours per week)  
Mon – Fri 0715-1600 (Recess: 1130-1215)

**タイムイングレード / Time in Grade (TIG):**

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- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
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Language Proficiency Level 2: Average proficiency is required.

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<p>職種名・職種番号・基本給表・等級・語学能力級  Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Engineer (General) MLA-525</b></p> <p><b>BWT-1 Grade-7 LPL-2</b></p> <p style="text-align: center;"> <span style="background-color: #00FF00; padding: 2px;">沖縄県外からの応募者のみ</span>  <span style="background-color: #00FF00; padding: 2px;">↓ 応募書類をメールにてご提出ください。</span>  <span style="background-color: #00FF00; padding: 2px;">Applicants from outside of Okinawa may submit the required documents to the email address below.</span>    <span style="background-color: #00FF00; padding: 2px;">usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</span> </p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent / Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>USAG-O, DPW, Engineering Division, Torii Station</b></p> <p><b>[DPW-26-35]</b></p>
<p>職務内容/Duties:</p> <p>Develops detailed project scopes of work for large and complex projects through coordination with customers, site investigations, and basic technical research. Applies general engineering principles, practices, and methods to prepare detailed specifications, schematics, and plans that fully communicate all technical requirements for construction contracts. Develops project standards and criteria, as necessary, for unique situations where conventional engineering methods do not apply. Prepares detailed cost estimates, schedules, technical analyses, design calculations, reference drawings, and as-built drawings, as required, to support the negotiation and solicitation of large and complex construction contracts. Performs project management functions including coordination, scope development, scheduling, estimating, budgeting, funding requests, and site inspections to support internal and external contracting agencies such as the Air Force Contracting Squadron and the U.S. Army Corps of Engineers, etc. Reviews design analyses and proposed engineering solutions for large and complex projects prepared by Architect-Engineer (A-E) firms to ensure the application of appropriate engineering principles, practices, and methods. Evaluates construction contract plans, specifications, schedules, and cost estimates developed by A-E firms to verify technical accuracy, completeness, and validity for negotiation with contractor bidders. Reviews shop drawings and material submittals submitted by construction contractors to ensure compliance with contract requirements. Conducts technical evaluations of contractor bids for large and complex construction contracts to determine whether proposals are reasonable, complete, and technically aligned with 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 to defend the command's position on critical or adverse engineering issues raised</p>	

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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 (General Engineering) field or process an official engineering license, e.g. First or Second Class Architect's License/Kenchikushi (1級もしくは2級建築士).

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

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

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Language Proficiency Level 2: Average proficiency is required.

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Must have a valid Japanese driver's license.

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**応募方法/How to apply:**

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<p>在日米陸軍日本人人事事務所 沖縄支部 求人案内</p> <p><b>U.S. Army Japanese Employment Services Office (JESO) Okinawa</b>  <b>Vacancy Announcement for Local National positions</b></p>	<p>空席広報番号/Announcement Number  <b>#20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA 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 MLA、IHA、MA 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 MLA, IHA, MA employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。  <b>Current 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>Sales Checker, IHA-0241</b></p> <p><b>BWT-1 Grade-3 LPL-1</b></p> <p><b>This is a Limited Term Employment (LTE) position not to exceed 31 October 2026. The employment may be extended without further competition.</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>LTE NTE 31 October 2026 (期間限定)</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>Food, Beverage, &amp; Entertainment, DFMWR, Torii Station</b></p> <p><b>[MWR 26-23]</b></p>
<p>Responsible for ensuring cash handling procedures are accurate. Operating Rec-Trac (point of sale register) system accordingly, totals purchases into the system, receives cash, makes change, and verifies change fund and amount of currency received during an assigned shift. Individually inputs item codes and/or prices when items do not properly scan. totals purchases and collects, validates, and processes payment including cash, checks, debit and credit card transactions, electronic benefits transfer transactions, and coupons. Receives a cash fund for the register manages the registers ensuring proper amounts of cash and coins are available and turns in an equal amount plus all monies received during the day. Total sales on Daily Activity Report and checks against cash on hand. Records sales and makes change and/or prepares charge slips. Assists customers by answering questions concerning prices, identification, and location of items, etc. Change register tape, and cleans routine equipment and scanning jams on registers. Performs a variety of food-line duties including selling and serving food and beverages. Receives orders by phone. Ensures adequate stock levels are maintained. Restocks beverages, condiments, and napkins before and at the end of the shift. Arranges storage areas in a neat and orderly manner, including tablecloths, napkins, and supplies. Assists in setting up for catering, parties, functions, and special events. Displays the service area appropriately. Cleans, sweeps, and maintains trash-bin areas in compliance with sanitary requirements. Supports various special events throughout the year. Handles manual cash registers as required. Helps prepare event sites. Operates a Government Vehicle when necessary. Perform other related or incidental duties as assigned.</p>	
<p><b>必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:</b></p> <p>1. Must have at least six months of general experience OR high school completion or equivalent.</p>	

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

1. Ability to speak, read and write English at elementary proficiency LPL: 1. However, LPL:2 is highly preferred.

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

1. Practical knowledge of method and procedure for ordering, issuing, and storing food item with sanitation procedures.
2. Quality of experience in the same line of work or experienced in the related field.

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

1. Must be in good physical condition to perform all assigned duties.
2. Must be able to work outside of normal duty hours when required/directed.
3. Must be able to work on weekends, evening shift and Holidays (American and Japanese Holidays)
4. Must be able to travel to other outlining facilities from the sister service to set up, work and dismantle special events.
5. Must be able to obtain and maintain GOV driver's license.

**勤務時間/Work Schedule:**

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

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
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**応募方法/How to apply:**

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<p>職種名・職種番号・基本給表・等級・語学能力級  Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Engineering Technician (General)</b>  <b>MLA-384</b></p> <p><b>BWT-1 Grade-6 LPL-3</b></p> <p style="text-align: center;"> <span style="background-color: green; color: black;">沖縄県外からの応募者のみ</span>  <span style="background-color: green; color: black;">↓応募書類をメールにてご提出ください。</span>  <span style="background-color: green; color: black;">Applicants from outside of Okinawa may submit the required documents to the email address below.</span>  <span style="background-color: green; color: black;">usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</span> </p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent / Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>USAG-O, DPW</b>  <b>Master Planning Division,</b>  <b>Torii Station</b></p> <p><b>[PW26-39]</b></p>
<p>職務内容/Duties:  Coordinates the development and design of Criteria Packages (CPs) and Basic Criteria Packages (BCPs) for all assigned Government of Japan (GOJ) projects in collaboration of with the U.S. Army Corps of Engineers. Resolves project issues using all reviewing activities including Operations &amp; Maintenance Division (O&amp;M), Provost Marshall Office (PMO), Fire Department, and the Network Enterprise Center (NEC). Ensures all questions, concerns, and document reviews are completed by the required suspense dates. Attends meetings with the Government of Japan (GOJ), Army Corps of Engineers, and using agencies, for the development of project criteria packages and design plans. Provides support for the resolution of technical issues and assists with the meeting regarding the development of Preliminary Criteria Packages (PCPs) for all assigned projects. Assists in installing as-built drawings in Computer Aided Design (CAD) and maintains project drawings and files. As the Directorate of Public Works (DPW) Master Planning (MP) technical representative under the supervisor and professional engineers, coordinates and attends all meetings and site visits for the construction of all assigned projects. Meetings may include technical discussions with the using agencies, engineers, and project managers from the Army Corps of Engineers, GOJ agencies, such as the Ministry of Defense (MOD), Local Coordination Bureau, Okinawa Defense Bureau (ODB), U.S. Forces Japan (USFJ), etc. Operates government vehicles to/from work locations to conduct work assignments. Performs other related technical duties to assist in planning and real property/estate</p>	

fields. In addition, performs other duties as assigned by Chief, Master Planning Division and other designated supervisors within the Chain-of-command of the DPW that support the overall mission of the division and U.S. Army Garrison (USAG) Okinawa. Performs other duties as assigned.

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

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

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

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

Language Proficiency Level 3: Fluent proficiency is required.

For non-native Japanese speaker: Must have a score of 900 in Test of Practical Japanese.

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

Must have a valid GOJ driver's license.

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

1. Knowledge of computer software such as: MS Office Suite to include Word, Excel, Power Point and Auto-Cad (Knowledge of GIS is also preferable)
2. Knowledge of pertinent practical engineering concepts, principles, methods, and practices as it pertaining to the General engineering field.
3. Coordination and assertive communication skills, and willingness to develop solutions for problems.
4. 3 years working experience related General engineering field is desirable.

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

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

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

### **タイムイングレード/Time in Grade (TIG)**

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

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

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<p>職種名・職種番号・基本給表・等級・語学能力級  Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Refrigeration and Air-Conditioning  Mechanic -Trades Advanced Trainee  MLA-2223 BWT-2 Grade-6 LPL-0</b></p> <p><b>Refrigeration &amp; Air-Conditioning  Mechanic  MLA-2240 BWT-2 Grade-7 LPL-0</b></p> <p><b>This position may be filled at 2-6 or 2-7 grade level  depending on the certification, qualification and  training of the applicant.</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent/Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>USAG-O, DPW, O&amp;M Div., Utilities &amp;  Energy Branch, Mechanical Section.,  Torii Station</b></p> <p><b>[PW26-09]</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-2 Grade-6</b> This position has been established at the advanced developmental level of one (1) grade lower than the target grade level for the purpose of developing the necessary skills, knowledge, and abilities required to progress to the full performance level of target grade level as described in the target grade PD. Assignments are pre-selected for developmental purposes progressing from the more common and typical assignments to the more difficult assignments as the appropriate skills, knowledge and abilities are gained by the incumbent. Differences between this position and the full performance level are as follows: Serves in a developmental capacity, completes the tasks regarding assigned trade and craft. The specific duties and responsibilities are essentially the same as those described at the full performance level except closer supervision and guidance are provided initially, gradually allowing the incumbent more independence as appropriate skills and abilities are acquired. The incumbent may be subject to review by a Position Classification Specialist prior to promotion to</p>	

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

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

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

Performs other related or incidental duties as assigned.

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

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

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

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

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

**BWT 2-6**

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

**BWT 2-7**

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

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

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

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

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

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

**タイムイングレード/Time-in-Grade (TIG)**

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<p><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>#20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA 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 MLA、IHA、MA 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 MLA, IHA, MA employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></p>	
<p>職種名・職種番号・基本給表・等級・語学能力級  Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Fuel Distribution System Mechanic  Foreman A, MLA-2414</b></p> <p><b>BWT-2 Grade-8 LPL-Pre-1 (Minimal)</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent/Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>USAG Okinawa, DPW, O&amp;M Division,  Utility Branch, POL Section, Chimuwan</b></p> <p><b>[PW26-33]</b></p> <p><b>If you have applied to #11-JESO-26, no need to resubmit your application.</b></p> <p><b>#11-JESO-26 にご応募済の場合、再度ご応募する必要ありません。</b></p>
<p><b>職務内容/Duties:</b></p> <p>Performs the full range of working leader duties and provides instruction to workers. Establishes deadlines and priorities based on schedules, methods, and policies. Adjust work schedules to support the mission of DPW and supported units. Determines required supplies and equipment and assigns work accordingly. Explains management goals and policies to subordinates in assigned areas. Assists the supervisor by serving as a group pacesetter, maintaining discipline, enforcing safety and housekeeping rules, and ensuring accountability of tools, equipment, and supplies. Provides support in planning work, assigning projects, explaining work assignments and unusual steps or processes, and reviewing completed work. Plans personnel, equipment, and material requirements for future work based on priorities set by superiors. Ensures staff understand proper and safe operation of potentially hazardous equipment and briefs personnel on correct procedures. Attends work group meetings and relays instructions received from U.S. supervisors. Starts work operations by assigning immediate tasks to individuals or groups. Reports to the supervisor on work status, progress, and causes of delays. Answers supervisor questions regarding overall work operations and issues encountered. Conducts routine maintenance inspection of all Army above and below ground fuel storage tanks, Opens tank hatches to assist DPW contractor who performs annual tank tightness testing, Repairs, overhauls, cleans out, r-labels, repaints and or replaces tank and /or related components. Inspects fuel lines from the Fuel tank to equipment requiring the fuel, boilers, pumps etc, Fabricates piping and parts as job requires, With close coordination and excellent working relationship with Defense Logistics Agency (DLA) Energy Okinawa personnel, pumps fuel tanks to remove sludge, Performs closed valve type hydrostatic test on piping section, as required. Check liquid level gauges on tanks</p>	

repair or replace. Operates government vehicle from/to work locations to conduct work assignments. Maintenance and Repair of POL (Petroleum, Oil, and Lubricant) system fabricates and repairs stairs, ladders, handrails, platforms and catwalks for tanks. Repairs and replaces pipeline pipe sections, pig launchers, pipeline, pipe spools, fittings and flanges. Fabricates piping and parts as job requires, Fabricates elbows, cradles, stand traps, weirs and hatch covers for pipeline and tank farm complexes. Performs closed Valve hydrostatic test on pipeline sections. Maintains close coordination, high levels of customer service and excellent working relationships with the DLA Energy Okinawa Personnel. Maintenance and Repair of Single Point Monobuoy, and Other Fuel Systems Repairs the single Monobuoy and the 3-legged mooring system. Fabricates piping and parts as job requires, Performs pressure test for submarine and floating hoses, Removes and replaces floating and submarine hoses. Maintains close coordination, high levels of customer service and excellent working relationships with the DLA Energy Okinawa Personnel. Performs other duties as assigned.

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

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

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

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

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

1. Must have a GOJ driver's license (Manual Transmission ・マニュアル車).
2. Must possess or be able to obtain a GOJ forklift license maximum weight capacity more than 1 ton (フォークリフト運転技能講習修了証・最大荷重1トン以上)

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

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

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

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

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

**タイムイングレード/Time-in-Grade (TIG)**

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

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

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 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ご提出ください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

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

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<p>職種名・職種番号・基本給表・等級・語学能力級  Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Heavy Crane Operator MLA-2133</b></p> <p><b>BWT-2 Grade-7 LPL-0</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>LTE NTE 31 May 2026 (期間限定)</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>USAG Okinawa, DPW, O&amp;M Division,  B&amp;G Branch, R&amp;G Section, Torii Station</b></p> <p><b>[PW26-04]</b></p>
<p>Operates truck-mounted, mobile lattice boom, and telescoping boom cranes of all sizes. Surveys loads and work sites to ensure safety and makes calculations using crane load charts to determine the net load that can be lifted. Conducts pre-operational inspections of cranes and all lifting hardware, reviews operating practices and procedures, and performs crane set-up. Prepares rigging to be used and operates cranes on both land and water. Reviews technical manuals, equipment operating manuals, and vehicle/equipment safety manuals to ensure compliance with established standards. Ensures equipment is properly maintained. Performs daily operator-level maintenance on cranes and other engineer equipment, and conducts scheduled preventive maintenance. Inspects and load-tests rigging and lifting hardware to verify safety and reliability. Operates other engineer equipment as required, including graders, loaders, excavators, wreckers, rollers, digger derricks, and ditching machines. Operates light and heavy wheeled vehicles for the transportation of personnel and equipment. Serves as ground guide and rigger in assisting other crane operators during operations. Performs other related or incidental duties as assigned to support mission requirements. Operates government vehicle from/to work locations to conduct work assignment. Performs other related or incidental duties as assigned.</p>	
<p><b>必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:</b>  Must have specialized experience in the related work at the next lower grade (BWT 2-6) or equivalent level.</p> <p><b>要求される語学能力級/Required Language Proficiency Level (LPL):</b>  There is no English Language Proficiency Level (LPL) assigned to this position. However, LPL 1 is highly desirable.</p> <p><b>要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:</b></p> <ol style="list-style-type: none"> <li>1. <u>Crane operation license (移動式クレーン運転士)</u></li> <li>2. <u>Class-1 Heavy vehicle driver's license (第1種大型運転免許)</u></li> <li>3. <u>Class-1 Heavy Special vehicle driver;s license. (第1種大型特殊運転免許)</u></li> </ol>	

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

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

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

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

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

**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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- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
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**応募方法/How to apply:**

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<p>募集可能従業員/Area of Consideration:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</li> <li><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Okinawa</li> <li><input checked="" type="checkbox"/> 沖縄県内の在日陸軍日本人人事事務所から人事サービスを受けている全 MLA、IHA、MA 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 MLA, IHA, MA employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes)</li> <li><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</li> </ul> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></p>	
<p>職種名・職種番号・基本給表・等級・語学能力級  Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Automotive Equipment Inspector</b>  <b>MLA-2033</b>  <b>BWT-2 Grade-8 LPL-1</b></p> <p><b>Automotive Equipment Inspector,</b>  <b>Foreman A, MLA-2033</b>  <b>BWT-2 Grade-9 LPL-2</b></p> <p><b>This position may be filled at 2-8 or 2-9 grade level depending on the certification, qualification and training of the applicant.</b></p> <p style="text-align: center;"> <span style="background-color: #00FF00; padding: 2px;">沖縄県外からの応募者のみ</span>  <span style="background-color: #00FF00; padding: 2px;">↓応募書類をメールにてご提出ください。</span>  <span style="background-color: #00FF00; padding: 2px;">Applicants from outside of Okinawa may submit the required documents to the email address below.</span>  <span style="background-color: #00FF00; padding: 2px;">usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</span> </p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status  <b>Permanent/Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location)  <b>403d AFSB</b>  <b>Logistics Readiness Center Okinawa</b>  <b>Maintenance Division, Torii Station</b></p> <p><b>[LRC-049-22]</b></p>
<p><b>職務内容/Duties</b></p> <p>This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.</p> <p><b>BWT-2 Grade-8 (Trainee Level):</b> This position has been established at the advanced developmental level of one (1) grade lower than the target grade level for the purpose of developing the necessary skills, knowledge, and abilities required to progress to the full performance level of target grade level as described in the target grade PD. Assignments are pre-selected for developmental purposes progressing from the more common and typical assignments to the more difficult assignments as the appropriate skills, knowledge and abilities are gained by the incumbent. Differences between this</p>	

position and the full performance level are as follows: Serves in a developmental capacity, completes the tasks regarding assigned trade and craft. The specific duties and responsibilities are essentially the same as those described at the full performance level except closer supervision and guidance are provided initially, gradually allowing the incumbent more independence as appropriate skills and abilities are acquired. Performs other duties as assigned. The incumbent may be subject to review by a Position Classification Specialist prior to promotion to the target grade level. Advancement to the full performance level is not automatic with the completion of all qualification requirements, but is contingent upon the assignment and performance of higher level duties or, a regular basis. The immediate supervisor must assure that the developmental level has been adequately mastered through actual performance.

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

vice versa. Serves as MWO (Modification of Work Order) Coordinator when requested to modify or change a vehicle for safety standards or to upgrade for tactical purposes. Serves as liaison and interpreter (verbal and written) between Chief of Maintenance, Supervisor/Customer, Shop Sections, and outside agencies. Translates technical documents written in English into Japanese, and vice versa. Assists the supervisor in performing the following duties: Initiates and complete Individual Development Plan (IDP) for subordinate employees. Counsels employees on performance issues. Reviews position descriptions (PD) for clarity and accuracy to make necessary changes. Interviews candidates for vacancies and recommend selections. Counsels employees to initiates proposals for formal disciplinary action as need when issues arise. Identifies employees' training requirements and initiates recommendations to provide necessary training. Schedules and approves leave of subordinates. Utilizing computer inputs, manipulates and retrieves data to complete various reports and charts. Organizes data effectively to meet various management needs and maintains production reports and records. Performs other related or incidental duties as assigned.

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

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

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

#### **BWT-2 Grade-8**

Language Proficiency Level 1: Elementary proficiency is required.

#### **BWT-2 Grade-9**

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

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

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

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

1. Must be physically fit to perform the duties above.
2. Must be able to lift minimum of twenty-five (25) kilogram in weight.
3. Must be able to use the computer to perform administrative support.
4. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
5. Must be able to work overtime or temporarily adjust work schedule as needed.
6. Must be able to go on temporary duty (TDY) as needed.

7. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.
8. Relocation cost is authorized.

### 勤務時間/Work Schedule

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

### タイムイングレード/Time-in-Grade (TIG)

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

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 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ご提出ください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

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

<p>在日米陸軍日本人事務所 沖縄支部 求人案内</p> <p><b>U.S. Army Japanese Employment Services Office (JESO) Okinawa</b>  <b>Vacancy Announcement for Local National positions</b></p>	<p>空席広報番号/Announcement Number  <b>20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA 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 MLA、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 MLA, IHA, MA employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes)</p> <p><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</p> <p>該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。  <b>Current 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>Sales Checker, IHA-0241</b></p> <p><b>BWT-1 Grade-3 LPL-1</b></p> <p><b>This is a Limited Term Employment (LTE) position not to exceed 31 May 2026. The employment may be extended without further competition.</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>LTE NTE 31 May 2026 (期間限定)</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>Food, Beverage, &amp; Entertainment, DFMWR, USAG-O, Torii Station</b></p> <p><b>[MWR 26-21]</b></p>
<p>Responsible for ensuring cash handling procedures are accurate. Operating Rec-Trac (point of sale register) system accordingly, totals purchases into the system, receives cash, makes change, and verifies change fund and amount of currency received during an assigned shift. Individually inputs item codes and/or prices when items do not properly scan. totals purchases and collects, validates, and processes payment including cash, checks, debit and credit card transactions, electronic benefits transfer transactions, and coupons. Receives a cash fund for the register manages the registers ensuring proper amounts of cash and coins are available and turns in an equal amount plus all monies received during the day. Total sales on Daily Activity Report and checks against cash on hand. Records sales and makes change and/or prepares charge slips. Assists customers by answering questions concerning prices, identification, and location of items, etc. Change register tape, and cleans routine equipment and scanning jams on registers. Performs a variety of food-line duties including selling and serving food and beverages. Receives orders by phone. Ensures adequate stock levels are maintained. Restocks beverages, condiments, and napkins before and at the end of the shift. Arranges storage areas in a neat and orderly manner, including tablecloths, napkins, and supplies. Assists in setting up for catering, parties, functions, and special events. Displays the service area appropriately. Cleans, sweeps, and maintains trash-bin areas in compliance with sanitary requirements. Supports various special events throughout the year. Handles manual cash registers as required. Helps prepare event sites. Operates a Government Vehicle when necessary. Perform other related or incidental duties as assigned.</p>	
<p><b>必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:</b>  1. Must have at least six months of general experience OR high school completion or equivalent.</p> <p><b>要求される語学能力級/Required Language Proficiency Level (LPL):</b></p>	

1. Ability to speak, read and write English at elementary proficiency LPL: 1. However, LPL:2 is highly preferred.

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

1. Practical knowledge of method and procedure for ordering, issuing, and storing food item with sanitation procedures.
2. Quality of experience in the same line of work or experienced in the related field.

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

1. Must be in good physical condition to perform all assigned duties.
2. Must be able to work outside of normal duty hours when required/directed.
3. Must be able to work on weekends, evening shift and Holidays (American and Japanese Holidays)
4. Must be able to travel to other outlining facilities from the sister service to set up, work and dismantle special events.

**勤務時間/Work Schedule:**

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

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 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>在日米陸軍 日本人人事事務所 沖縄 求人案内</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>20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration</p> <p><input checked="" type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA 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 MLA、IHA、MA 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 MLA, IHA, MA 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) MLA-310</b>  <b>BWT-1 Grade-5 LPL-2</b></p> <p><b>Engineering Technician (Civil) MLA-384</b>  <b>BWT-1 Grade-6 LPL-2</b></p> <p><b>Engineer (Civil) MLA-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>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>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>Engineering Division, Camp Foster</b></p> <p><b>[OM-22-22]</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-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</p>	

and typical assignments to the more difficult assignments as the appropriate skills, knowledge and abilities are gained by the incumbent. Differences between this position and the full performance level are as follows: Serves as a trainee, completes specifically assigned tasks regarding routine and recurring duties described in target position's PD, and related duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers. Applies a basic knowledge of target grade requirement used to analyze and evaluate assigned programs, missions, and functions. The supervisor provides guidance on new or unusual assignments, and assists the incumbent in determining the parameters of projects, and setting priorities and deadlines. The incumbent performs technical work under close supervision, with spot checks of work in progress. Completed work is reviewed thoroughly in terms of technical accuracy and adequacy. Performs other duties as assigned. The incumbent may be subject to review by a Position Classification Specialist prior to promotion to the target grade level. Advancement to the advanced developmental level is not automatic with the completion of all qualification requirements, but is contingent upon the assignment and performance of higher level duties or, a regular basis. The immediate supervisor must assure that the developmental level has been adequately mastered through actual performance.

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

**BWT-1 Grade-7 (Full-Performance Level):** Works under the general supervision of Section Chief, Engineering Division, U.S. Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Performs work independently and with minimal technical supervision. Incumbent keeps supervisor informed of progress of work, trends, and problems. Performance is evaluated in terms of thoroughness and efficiency of operations, attainment of objectives, adherence to established policies and the success of overall engineering functions. Serves as a full performance level professional engineer for the civil engineering portions of projects during the planning, designing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S. Forces, Japan (USFJ), as well as those funded by the U.S. Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the civil engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the civil engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory

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

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

**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 is required.

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

Language Proficiency Level 2: Average proficiency is required.

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

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

Language Proficiency Level 2: Average proficiency is required.

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

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

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

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

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

1. Registered Surveyor (測量士の免許保持者が望ましい) is also desirable.
2. Three (3) years practical experience in Civil engineering field is desirable.
3. Knowledge of codes and regulations as well as the use of sound engineering judgment.
4. Comprehensive knowledge of engineering concepts, principles, methods and practices in Civil engineering field.
5. Comprehensive knowledge of DoD and USACE regulations, policies, precedents, procedures and theories.
6. Good knowledge of grammar, spelling, capitalization, punctuation, and general English terminology and abbreviations.
7. Good working knowledge of various office automation software and tools to support office operations for producing and preparing documents such as letters, reports, spreadsheets, and graphs.

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

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

### 勤務時間/Work Schedule

Monday-Friday (40 hours per week)

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

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

### タイムイングレード/Time in Grade (TIG)

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

### 重要事項/Important Notes

1. Selection may be made at a lower grade (Engineering Technician (Civil) MLC-310 BWT-1 Grade-5, Engineering Technician (Civil) MLC-384 BWT-1 Grade-6) depending on the qualification of the

applicant. See Minimum Qualification Standards (MQS) Requirement, Required Language Proficiency Level (LPL) and Required Licenses and Certificates in this announcement.

2. Incumbent may be non-competitively promoted upon supervisor's confirmation that the incumbent is performing at the next higher level. Promotion is not automatic but is contingent upon completion of all requirements to include training and/or qualifications/licenses, Time in Grade (TIG) and classification review.
3. Transfer expenses are authorized.

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー / Copies of License(s) and/or Certificate(s)

**応募方法/How to apply**

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<p>職種名・職種番号・基本給表・等級・語学能力級  Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Engineer (Civil) MLA-541</b></p> <p><b>BWT-1 Grade-8 LPL-2</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status  <b>Permanent / Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location)  <b>U.S. Army Corps of Engineers</b>  <b>Japan District</b>  <b>Engineering Division, Camp Foster</b></p> <p><b>[OM-23-25]</b></p>
<p><b>職務内容/Duties</b></p> <p>Works under the general supervision of Section Chief, Engineering Division, U.S. Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Incumbent keeps supervisor informed of progress of work, trends, and problems. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. Serves as senior and/or lead Engineer for the civil engineering portions of projects during the planning, designing, directing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S. Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a senior consultant in the civil engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the civil engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates the design phase of major projects extensively with other engineers. Prepares civil engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal input from Section Chief. Results of the work are normally accepted without significant change. Supports to provides translations of technical documents from English to Japanese, and from Japanese to English if necessary. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and other senior engineer by preparing instructions and guidance for their use in developing designs of the civil engineering portions of projects. Serves as a</p>	

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

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

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

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

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

Language Proficiency Level 2: Average proficiency is required.

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

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

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

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

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

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

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

### **勤務時間/Work Schedule**

Monday-Friday (40 hours per week)

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

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

### **タイムイングレード/Time in Grade (TIG)**

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

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 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 1 ページ目に記載の投函箱までご提出ください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効となります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

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

<p>在日米陸軍 日本人事事務所 沖縄 求人案内</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>20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA 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 MLA、IHA、MA 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 MLA, IHA, MA 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) MLA-541</b></p> <p><b>BWT-1 Grade-8 LPL-2</b></p> <p><b>This is a Limited Term Employment (LTE) position not to exceed two (2) year</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>LTE NTE 2-Years (期間限定)</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>U.S. Army Corps of Engineers</b>  <b>Japan District Engineering Division</b>  <b>Okinawa Engineering Design Branch,</b>  <b>Camp Foster</b></p> <p><b>[OM-15A-23]</b></p>
<p><b>職務内容/Duties</b></p> <p>Serves as senior and/or lead Engineer for the civil engineering portions of projects during the planning, designing, directing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the US Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a senior consultant in the civil engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the civil engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates the design phase of major projects extensively with other engineers. Prepares civil engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal input from Section Chief. Results of the work are normally accepted without significant change. Supports to provide translations of technical documents from English to Japanese, and from Japanese to English if necessary. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and other senior engineer by preparing instructions and guidance for their use in developing designs of the civil engineering portions of projects. Serves as a senior technical advisor on all civil engineering issues. Deviates from standard guides or conventional engineering practices to meet unusual local conditions or the specialized requirements of the particular project. Projects range from conventional with large and complex, such as headquarters buildings, hospitals, large high rise</p>	

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

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

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

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

AND

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

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

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

Language Proficiency Level 2: Average proficiency 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 Japanese driver's license.

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

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

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

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to work beyond the normal workday and to go on TDY when required.
3. Must be able to work outside of normal duty hours when required/directed.

4. Must be available for overtime as necessary.
5. Mission-Essential employees as determined by their chain of command, may be required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

### 勤務時間/Work Schedule

Monday-Friday (40 hours per week)

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

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

### タイムイングレード / Time in Grade (TIG)

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

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 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><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA 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 MLA、IHA、MA 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 MLA, IHA, MA 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) MLA-541</b></p> <p><b>BWT-1 Grade-8 LPL-2</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status  <b>Permanent / Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location)  <b>U.S. Army Corps of Engineers - Japan</b>  <b>District Engineering Division</b>  <b>Camp Foster</b></p> <p><b>[OM-19-25]</b></p>
<p><b>職務内容/Duties</b></p> <p>Works under the general supervision of Section Chief, Engineering Division, US Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Incumbent keeps supervisor informed of progress of work, trends, and problems. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. Serves as senior and/or lead Engineer for the civil engineering portions of projects during the planning, designing, directing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the US Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a senior consultant in the civil engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the civil engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates the design phase of major projects extensively with other engineers. Prepares civil engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal input from Section Chief. Results of the work are normally accepted without significant change. Supports to provides translations of technical documents from English to Japanese, and from Japanese to English if necessary. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and other senior engineer by preparing instructions and guidance for their use in developing designs of the civil engineering portions of projects. Serves as a</p>	

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

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

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

AND

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

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

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

Language Proficiency Level 2: Average proficiency 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 Japanese driver's license.

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

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

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

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

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

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#### タイムイングレード / Time in Grade (TIG)

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 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 1 ページ目に記載の投函箱までご提出ください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方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>在日米陸軍 日本人事事務所 沖縄 求人案内</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>20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA 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 MLA、IHA、MA 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 MLA, IHA, MA 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 (Architectural)</b>  <b>MLA-310</b>  <b>BWT-1 Grade-5 LPL-2</b></p> <p><b>Engineer Technician (Architectural)</b>  <b>MLA-384</b>  <b>BWT-1 Grade-6 LPL-2</b></p> <p><b>Engineer (Architectural)</b>  <b>MLA-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</b>  <b>District Engineering Division</b>  <b>Camp Foster</b></p> <p><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</p>	

are as follows. Serves as a trainee, completes specifically assigned tasks regarding routine and recurring duties described in target position's PD, and related duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers. Applies a basic knowledge of target grade requirement used to analyze and evaluate assigned programs, missions, and functions. The supervisor provides guidance on new or unusual assignments, and assists the incumbent in determining the parameters of projects, and setting priorities and deadlines. The incumbent performs technical work under close supervision, with spot checks of work in progress. Completed work is reviewed thoroughly in terms of technical accuracy and adequacy. Performs other duties as assigned. The incumbent may be subject to review by a Position Classification Specialist prior to promotion to the target grade level. Advancement to the advanced developmental level is not automatic with the completion of all qualification requirements, but is contingent upon the assignment and performance of higher level duties or, a regular basis. The immediate supervisor must assure that the developmental level has been adequately mastered through actual performance.

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

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

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

### 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 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 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 a valid Japanese driver's license.

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

Experience working in an architectural design firm is desirable.

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

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

## 勤務時間 / Work Schedule

Monday-Friday (40 hours per week)

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

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

## タイムイングレード / Time in Grade (TIG)

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

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on page 1 and 2.)
- 免許証・証明書等のコピー / Copies of License(s) and/or Certificate(s)

## 応募方法/How to apply:

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<p><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA 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 MLA、IHA、MA 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 MLA, IHA, MA 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 MLA-384</b>  <b>BWT-1 Grade-6 LPL-2</b></p> <p><b>Engineer (Electrical) MLA-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></p> <p><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 (Trainee Level):</b> Under the closer than normal supervision of the supervisor or senior engineers, the incumbent serves as a trainee, performs engineering work in electrical engineering and completes specifically assigned tasks regarding routine and recurring duties described in the target position's PD [Engineer (Electrical) MLC-525 BWT-1 Grade-7 LPL-2] and other related and/or incidental duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers.</p> <p><b>BWT-1 Grade-7 (Full-Performance Level):</b> Serves as a full performance level professional engineer for the electrical engineering portions of projects during the planning, designing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S. Forces, Japan (USFJ), as well as those funded by the U.S. Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the electrical engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the electrical engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical</p>	

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.

\*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 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 Japanese driver's license.

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

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

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

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

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

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

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

**タイムイングレード / Time in Grade (TIG):**

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

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 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>在日米陸軍 日本人事務所 沖縄 求人案内</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>20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</li> <li><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Okinawa</li> <li><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 MLA、IHA、MA 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 MLA, IHA, MA employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</li> <li><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</li> </ul> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></p>	
<p>職種名・職種番号・基本給表・等級・語学能力級  Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Engineer (General) MLA-525</b></p> <p><b>BWT-1 Grade-7 LPL-2</b></p> <p style="text-align: center;"> <span style="background-color: green; color: black;">沖縄県外からの応募者のみ</span>  <span style="background-color: green; color: black;">↓ 応募書類をメールにてご提出ください。</span>  <span style="background-color: green; color: black;">Applicants from outside of Okinawa may submit the required documents to the email address below.</span>  <span style="background-color: green; color: black;">usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</span> </p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent/Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>USAG Okinawa, Directorate of Public Works (DPW), Engineering Division  Torii Station</b></p> <p><b>[PW-21-40]</b></p>
<p>職務内容/Duties:</p> <p>The employee is responsible for performing professional engineering duties at the full performance level. The major duties include, but are not limited to; <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.</p> <p>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</p>	

critical/adverse issues presented by engineers at higher echelons, manufactures, contractors, other agencies, GOJ and local governments. Represents the command in negotiations with engineers from the GOJ, Corps of Engineers, other military services and agencies, local government, and communities to resolve critical/controversial aspects of engineering projects and issues. Using sound engineering and scientific principles, performs analysis to determine alternative solutions to the most complex engineering problems, develops standards, criteria and methodology for those unique situations when conventional methods don't apply. Performs construction management duties to include inspections, funding requests, projects tracking, schedule analysis, create modification packages, progress reporting, project close-out. Performs other related or incidental duties as assigned.

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

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

Must have at least one (1) year of specialized experience\* equivalent to BWT-1 Grade-6.  
OR Master's Degree in Engineering\*\* OR Three (3) academic year of graduate education in engineering\*\* OR

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

**[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.

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

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

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

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

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

**タイムイングレード / Time in Grade (TIG):**

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

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 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ご提出ください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方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>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <p><input type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA 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 MLA、IHA、MA 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 MLA, IHA, MA 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 (Fire Protection) MLA-525</b></p> <p><b>BWT-1 Grade-7 LPL-2</b></p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent / Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>U.S. Army Corps of Engineers</b>  <b>Japan District</b>  <b>Engineering Division, Camp Foster</b></p> <p><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-</p>	

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

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

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

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

[Education/License]: Must be a four year collage or university graduate with specialized education in engineering or process an official engineering license, e.g. Kenchiku Setsubishi (Mechanical/Electrical Engineer 建築設備士免許), 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 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 be a four year collage or university graduate with specialized education in engineering or process an official engineering license, e.g. Kenchiku Setsubishi (Mechanical/Electrical Engineer 建築設備士免許), Gijutsushi (Consulting Engineer 技術士免許), Professional Engineer (米国 PE), etc. and.
2. Must have a valid 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 MLA/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

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

履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)

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

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

<p><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</li> <li><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Okinawa</li> <li><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 MLA、IHA、MA 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 MLA, IHA, MA employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</li> <li><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization</li> </ul> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></p>	
<p>職種名・職種番号・基本給表・等級・語学能力級  Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Engineer (Mechanical) MLA-525</b></p> <p><b>BWT-1 Grade-7 LPL-2</b></p> <p style="text-align: center;"> <span style="background-color: #90EE90; padding: 2px;">沖縄県外からの応募者のみ</span>  <span style="background-color: #90EE90; padding: 2px;">応募書類をメールにてご提出ください。</span>  <span style="background-color: #90EE90; padding: 2px;">Applicants from outside of Okinawa may submit the required documents to the email address below.</span>  <span style="background-color: #90EE90; padding: 2px;">usarmy.torii.usarj.mesg.g1-jeso-okl-stff-and-clss@army.mil</span> </p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent/Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>U.S. Army Garrison (USAG) Okinawa,  Directorate of Public Works (DPW)  Engineering Division, Torii Station</b></p> <p><b>[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</p>	

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

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

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

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

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.

**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).
6. Relocation cost is authorized.
7. Must be able to obtain and maintain GOV driver's license.

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

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 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)

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<p><b>在日米陸軍 日本人人事事務所 沖縄 求人案内</b></p> <p><b>U.S. Army Japan Japanese Employment Services Office Okinawa</b>  <b>Vacancy Announcement for Local National Positions</b></p>	<p>空席広報番号/Announcement Number  <b>20-JESO-26</b></p> <p>募集期間/Opening Period  <b>20 – 26 May 2026</b></p>
<p>募集可能従業員/Area of Consideration:</p> <p><input checked="" type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</p> <p><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA 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 MLA、IHA、MA 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 MLA, IHA, MA 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) MLA-525</b></p> <p><b>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。  <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>U.S. Army Garrison (USAG) Okinawa</b>  <b>Directorate of Public Works (DPW)</b>  <b>Engineering Division, Torii Station</b></p> <p><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</p>	

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

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

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

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

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.

**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 skills used in US military installations to lead other architects/engineers.
4. Relocation cost is authorized.

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

**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):**

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

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

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

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

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

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

**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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5. Must be able to perform moderate lifting and carrying (15-44 lbs.)
6. Relocation cost is authorized.
7. Must be able to obtain and maintain GOV driver's license.

**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):**

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<p>募集可能従業員/Area of Consideration:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 日本国内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Japan</li> <li><input checked="" type="checkbox"/> 沖縄県内で雇用されている全 MLA、IHA、MA 従業員/Current MLA, IHA, MA employees in Okinawa</li> <li><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 MLA、IHA、MA 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 MLA, IHA, MA employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes)</li> <li><input checked="" type="checkbox"/> 募集組織内に雇用されている従業員 Current employees employed within the Organization.</li> </ul> <p>該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。  <b>Current USFJ employees who are outside the area of consideration will not be considered.</b></p>	
<p>職種名・職種番号・基本給表・等級・語学能力級  Job Title, Job Number, BWT, Grade, and Language Proficiency Level</p> <p><b>Engineering Technician (Mechanical)</b>  <b>MLA-384</b>  <b>BWT-1 Grade-6 LPL-2</b></p> <p><b>Engineer (Mechanical)</b>  <b>MLA-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 style="text-align: center;"> <span style="background-color: #00FF00; padding: 2px;">沖縄県外からの応募者のみ</span>  <span style="background-color: #00FF00; padding: 2px;">応募書類をメールにてご提出ください。</span>  <span style="background-color: #00FF00; padding: 2px;">Applicants from outside of Okinawa may submit the required documents to the email address below.</span>  <span style="background-color: #00FF00; padding: 2px;">usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil</span> </p> <p>*See below CONDITIONS OF EMPLOYMENT</p>	<p>雇用形態/Employment Status:  <b>Permanent/Full-Time</b></p> <p>求人数/Number of Position(s): <b>1</b></p> <p>部隊名/Organization (Work Location):  <b>U.S. Army Corps of Engineers</b>  <b>Japan District</b>  <b>Okinawa Engineering Design Branch</b>  <b>Camp Foster</b></p> <p><b>[OM-29-24]</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-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>	

**BWT-1 Grade-7 (Full-Performance level):** Serves as a full performance level professional engineer for the mechanical engineering portions of projects during the planning, designing, and construction stages.

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

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

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

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

**BWT-1 Grade-6:**

Must have at least one 1 year of specialized experience in Mechanical Engineering equivalent to BWT-1 Grade-5.

**BWT-1 Grade-7:**

Must have at least 1 year of specialized experience in Mechanical Engineering equivalent to BWT-1 Grade-6.

**[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.

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

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

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

- 履歴書/ Personal History Statement (USFJ Form 196aEJ 20260415)
- 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 1 ページ目に記載の投函箱までご提出ください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があると認められた場合は募集が無効となります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

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