

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

空席広報番号
Vacancy Announcement Number
45-JESO-25

(2025 年 11 月 12 ~ 18 日)

Announcement period is from 12 to 18 November 2025

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

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

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

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

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

usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil

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

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

募集職種リスト List of Vacant Positions

職種 Job title	職場 Organization	BWT-等級 BWT-GR	語学 LPL	契・協約 Contract Agreement	提示日 Open Since
Construction Representative [OM-33-24] 建設検査主任職 ＊ Effective Date 1/1/2026 勤務開始日 2026 年 1 月 1 日	U.S. Army Corps of Engineers	1-5 (1-6) (1-7)	2 (3) (3)	MLC	11/12/2025
Supervisory Cargo Specialist [835-PA-25-14] 貨物取扱専門職	835th Trans Bn	1-5	3	MLC	11/12/2025
Heavy Duty Equipment Mechanic [LRC-026-25] 重量装置機械工 [LRC-039-25]	403d AFSB LRC Okinawa	2-7	0	MLC	11/12/2025
Maintenance Mechanic [KD2024-02] メインテナンスメカニック	1-1 ADA	2-6	0	MLC	11/5/2025
Facility Planning Specialist [PW25-31] 施設計画専門職	USAG Okinawa DPW	1-7	4	MLC	11/5/2025
Engineering Technician (Civil) [OM-22-22] エンジニア（土木）＊	U.S. Army Corps of Engineers	1-6 (1-7)	2 (2)	MLC	10/29/2025
Engineer (General) [PW25-52] エンジニア（一般）	USAG Okinawa DPW	1-7	2	MLC	10/22/2025
Engineer (Civil) [OM-23-25] エンジニア（土木）	U.S. Army Corps of Engineers	1-8	2	MLC	9/24/2025
Sheetmetal Worker Foreman B [PW24-14] 板金工（フォーマン B）	USAG-Okinawa DPW	2-9	1	MLC	9/24/2025
Ground Electronic Mechanic [PW25-46] 地上電子機械工	USAG Okinawa DPW	2-8	1	MLC	9/3/2025
Forklift Operator Foreman B [ADO-PA-06-25] フォークリフト運転手（フォーマン B）	10th SG Ammo Depot.	2-8	2	MLC	9/3/2025
Refrigeration & Air-Conditioning Mechanic [PW24-55] 冷蔵及び空気調節機械工	USAG Okinawa DPW	2-7	0	MLC	8/6/2025
Engineering Technician (Civil) [PW25-39] エンジニアリング専門職（土木）	USAG Okinawa DPW	1-6	3	MLC	7/30/2025
Engineering Technician (Mechanical) [OM-26-25] エンジニアリング専門職（機械）＊	U.S. Army Corps of Engineers	1-6 (1-7)	2 (2)	MLC	7/30/2025
Engineer (Civil) [OM-15A-23] エンジニア（土木） LTE NTE 2-Year	U.S. Army Corps of Engineers	1-8	2	MLC	6/25/2025
Engineer (Civil) [OM-19-25] エンジニア（土木）	U.S. Army Corps of Engineers	1-8	2	MLC	6/18/2025
Engineer Technician (Architectural) [OM-51-24] エンジニアリング専門職（建築）＊	U.S. Army Corps of Engineers	1-5 (1-6) (1-7)	2 (2) (2)	MLC	5/7/2025
Engineering Technician (Electrical) [OM-52-24] エンジニアリング専門職（電子）＊	U.S. Army Corps of Engineers	1-6 (1-7)	2 (2)	MLC	1/22/2025
Engineering Technician (Electrical) [OM-05-25] エンジニアリング専門職（電子）＊	U.S. Army Corps of Engineers	1-6 (1-7)	2 (2)	MLC	1/22/2025
Engineer (General) [PW-21-40] エンジニア（一般）	USAG Okinawa DPW	1-7	2	MLC	1/15/2025

Engineer (Mechanical) エンジニア（機械）	[OM-49-24]	U.S. Army Corps of Engineers	1-7	2	MLC	12/11/2024
Engineer (Fire Protection) エンジニア（消防）	[OM-01-25]	U.S. Army Corps of Engineers	1-7	2	MLC	12/11/2024
Engineering Technician (Telecommunications Systems) エンジニアリング専門職（テレコム）	[78SBO-31-23]	78th Signal Battalion, S3	1-7	4	MLC	12/11/2024
Engineer (Mechanical) エンジニア（機械）	[PW24-20]	USAG Okinawa DPW	1-7	2	MLC	8/28/2024
Engineer (Civil) エンジニア（土木）	[PW23-06]	USAG Okinawa DPW	1-7	2	MLC	8/28/2024
Engineer (Architectural) エンジニア（建築）	[PW24-49]	USAG Okinawa DPW	1-7	2	MLC	8/28/2024
Engineering Technician (Mechanical) エンジニアリング専門職（機械）＊	[OM-29-24]	U.S. Army Corps of Engineers	1-6 (1-7)	2 (2)	MLC	7/17/2024
Engineering Technician (Civil) エンジニア（土木）＊	[OM-22-22]	U.S. Army Corps of Engineers	1-6 (1-7)	2 (2)	MLC	7/17/2024
Automotive Equipment Inspector Foreman A 自動車装置検査工（フォーマン A）	[LRC-049-22]	403d AFSB LRC Okinawa	2-9	2	MLC	8/30/2023

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

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

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

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

職種への応募方法:

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

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

応募書類（応募職種により異なります）：

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

語学能力級(LPL)を要する空席への応募について:

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

語学能力級表

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

事前質問票の親族について:

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

注意事項：

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

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

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

HOW TO PREPARE AND SUBMIT APPLICATIONS:

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

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

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

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

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

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

Chart of English Proficiency Level (LPL)

LPL	TOEIC	ALCPT Prior to 8 Feb 16	ALCPT After 8 Feb 16	TOEFL			CASEC	EIKEN
				(PBT)	(CBT)	(iBT)		
4 (Exceptional)	860-990	86-100	NA	600-	250-	100-	NA	1st
3 (Fluent)	730-859	76-85	90-100	550-599	210-249	80-99	870-	Pre 1st
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.

在日米陸軍 日本人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 If you have applied to 43-JESO-25, no need to reapply 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration: ☐ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
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 Construction Representative MLC-50 BWT-1 Grade-5 LPL-2 Engineering Technician (Construction) MLC-384 BWT-1 Grade-6 LPL-3 Construction Representative MLC-467 BWT-1 Grade-7 LPL-3 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. Scheduled start date is set tentatively for 1 January 2026 勤務開始日は 2026 年 1 月 1 日を予定しています。 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent / Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): U.S. Army Engineer Dist. Japan Construction Division Host Nation Okinawa Area Office (Camp Lester) [OM-33-24]
職務内容/Duties: This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed. BWT-1 Grade-5 (Trainee Level): This position has been established at the developmental level of two (2) grade lower than the target grade level for the purpose of developing the necessary skills, knowledge, and abilities required to progress through the advanced developmental level of one (1) grade lower than the target grade level to the full performance level as described in the target grade PD. Assignments are pre-selected for developmental purposes progressing from the more common and typical assignments to the more difficult assignments as the appropriate skills, knowledge and abilities are gained by the incumbent. Differences between this position and the full performance level are as follows: Serves as a trainee, completes specifically assigned tasks regarding routine and recurring duties described in target position's PD, and related duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers. Applies a basic knowledge of target grade requirement used to analyze and evaluate assigned programs, missions, and functions. The supervisor provides guidance on new or unusual assignments, and assists the incumbent in determining the parameters of projects, and setting priorities and deadlines. The incumbent	

performs technical work under close supervision, with spot checks of work in progress. Completed work is reviewed thoroughly in terms of technical accuracy and adequacy. Performs other duties as assigned. The incumbent may be subject to review by a Position Classification Specialist prior to promotion to the target grade level. Advancement to the advanced developmental level is not automatic with the completion of all qualification requirements, but is contingent upon the assignment and performance of higher level duties or, a regular basis. The immediate supervisor must assure that the developmental level has been adequately mastered through actual performance.

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

BWT-1 Grade-7 (Full-Performance Level): Works under the general supervision of the Resident Engineer who assigns work in broad terms based on the overall goals and objectives of the Resident Office, Japan Engineer District (JED). Works independently following established procedures, regulations, and instruction. Independently interprets policy and regulations taking into consideration the established objectives of the work assignment. Carries out assignments independently, resolving most conflicts which arise, and coordinating the work with others as required. Performance is evaluated by effectiveness of supervision exercised and programs directed. Serves as Construction Representative at the Host Nation Okinawa Area Office, JED. Performs on-site surveillance and management of a wide variety of new military and Government of Japan (GOJ) construction projects of unusual difficulty and complexity, and uniqueness in construction operations requiring practical knowledge of U.S. and Japanese engineering practices, methods, techniques, costs, materials, and equipment; and ability to read and interpret construction plans and specifications. Maintains close contact with GOJ representatives, field representatives and end users to coordinate work progress in accordance with terms of the project's contract. Utilizes varying software systems such as CEFMS, JEMS, RMS, etc. to accomplish duties. Conducts daily inspection of work in place at construction site for progress, workmanship, condition of material, and in solving problems at the field site. Conducts Host Nation Construction Management, including but not limited to surveillance, coordination, and negotiation of technical requirements for complex construction projects. Conducts special investigations concerning existing site conflicts, design conflicts, etc., as directed by the supervisor and addresses on situations in controversy with contractors which may lead to formal claims by contractors. Assigned projects include all phases of construction such as family housing, troop facilities, administrative buildings, schools, shop and warehouse buildings, recreational facilities, maintenance facilities, hospital, power plants, petroleum facilities and utilities. a) Host Nation (HN) Reviews: Coordinates and negotiates of technical requirements for routine construction surveillance. Ensures compliance with all codes and regulations, paying particular attention to fire and life safety requirements. Investigates unforeseen site conditions and recommends field changes when necessary. b) U.S. Funded Construction Reviews: Assists supervisor to coordinate and negotiate of technical requirements for routine construction quality assurance. Ensures compliance with all codes and regulations, paying particular attention to fire and life safety requirements. Operates a government vehicle to the construction site. Performs Quality Assurance (QA) Reviews, including but not limited to reviewing contractor submitted shop drawings, material submittal, requests for information, and other contractor submittal to ensure compliance with contract drawings and specifications. Recommends revision of the contract documents. Coordinates design changes with the design engineer and advises contractor on design requirements. Prepares QA reports, meeting minutes,

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

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

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

BWT-1 Grade-5

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

BWT-1 Grade-6

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

BWT-1 Grade-7

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

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

BWT-1 Grade-5

Language Proficiency Level 2: Average proficiency

BWT-1 Grade-6

Language Proficiency Level 3: Fluent proficiency

BWT-1 Grade-7

Language Proficiency Level 3: Fluent proficiency

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

Must have a valid GOJ driver's license.

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

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

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

1. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
2. Must be able to work overtime or temporarily adjust work schedule as needed.
3. Must be able to travel TDY both within and outside Japan to the United States when required.

4. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

勤務時間/Work Schedule

Monday-Friday (40 hours per week)

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

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

タイムイングレード/Time in Grade (TIG)

BWT-1 Grade-5

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-4) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

BWT-1 Grade-6

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

BWT-1 Grade-7

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-6) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

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

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

応募方法/How to apply

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在日米陸軍 日本人人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 If you have applied to 38-JESO-25, 40-JESO-25, 45-JESO-25, no need to reapply 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration: ☐ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level Supervisory Cargo Specialist MLC-429 BWT-1 Grade-5 LPL-3 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status Permanent / Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location) 835th Transportation Battalion (Naha Military Port) [835-PA-25-14]
職務内容/Duties Works under the direction of the Supervisor of Terminal Operations. Works independently following established procedures, regulations, and instruction. The Pier Branch Manager provides oversight and assistance as required and assigns work in broad terms based on the overall goals and objectives for the Supervisor of Terminal Operations. Performance is evaluated based on the shipments processed through the Defense Transportation System (DTS), Water Terminal Operations (WTO) support, and Army Standards; shipments and/or WTO cleared/rejected and/or completed. General: Supervises administratively and technically Cargo Specialists. Assists to plan and oversee the activities of cargo movement in all pier areas. Receives, validates and processes cargo and equipment shipped through the Defense Transportation System (DTS) ISO all Military Components and Department of Defense (DoD) Agencies at Naha Military Port (NMP) and water terminals as required. Performs administrative and technical supervision of three BWT 1-4 Cargo Specialists. Serves as a bridge between Terminal Operations (TO) leadership and host nation employees to communicate information, receive concerns and overcome problems. Assigns daily tasks and reviews work product. Provides quality controls and reviews subordinates work and ensure adherence with policy. Is responsible for the team's production, supervises the performance and provides guidance to team members performing liaison work as well as providing guidance to the subordinates. Responsible for the team's workflows, establishing deadlines, meeting suspenses, and maintaining metrics. Approves annual leave, manages staff leave schedule and counsels subordinates. Provides job training to subordinate and ensures the employees are trained and are operating within established guidelines. Prepares/reviews/finalizes stow plans for Water Terminal Operations (WTO). Receives and processes cargo stow plans, cargo manifest, cargo traffic messages and load list to determine size/scope of Stevedores/equipment required to preform during WTO. Assists to plan, manage and oversee Stevedores and Terminal Related Services (S&RTS) required to conduct WTO in accordance with (IAW) assigned/Performance Work Statement (PWS). Provides assistance for interpretation of stow plans and/or guidance on special handling requirements, techniques, and procedures for loading/discharging cargo/equipment during WTO. Makes changes to the pre-stow plan based on available space, ship's gear and guidance from vessel Master/Chief Mate. Reassigns stevedores gangs, checkers, Material Handling Equipment (MHE), commercial cranes and supplies. Coordinates with vessel Master/Chief Mate for on stowage of ammunition, security, pilfer able, heavy lift, and hazardous cargo. Coordinates with Marine Cargo Specialists in the preparation of vessel(s) final stowage plans. Conducts lashing/deck inspections with vessel Master/Chief Mate. Prepares various forms/reports associated with WTO as required. Advises and enforces regulations. Serves as DTS and Non-DTS Incident Safety Officer (ISO). Reports any deficiencies or discrepancies	

immediately to the Supervisor of Terminal Operations, Marine Cargo Specialist or Terminal Operations personnel and serves as a Safety Observer to promote and maintain a safe working environment. Orders, manages and oversees van and container stuffing/un-stuffing for cargo checkers and contracted labor for import and export shipments received/processed through Naha Military Port (NMP) in-conjunction with the Pier Branch Manager. Oversees the activities of contracted labor and MHE operations in the unloading/loading of cargo/equipment from various conveyances (trucks, trailers, and containers) for all in-transit import/export cargo. Segregates cargo by type and destination by using Transportation Cargo Movement Document (TCMD) information. Controls the loading of cargo onto Common User Land Transportation (CULT), AAFES or Military organic transportation for delivery to final consignees. Conducts reception/staging for sustainment, retrograde, and exercise cargo/equipment. Receives/validates/inspects general/hazardous cargo documentation, markings and proper packaging. Communicates deficiencies and discrepancies for cargo documentation, markings and proper packaging requirements to Transportation Movement Office (TMO)/Deployment Movement Office (DMO) and expeditiously to correct discrepancies. Coordinates directly or through Military Port Liaison personnel for pick-up of import cargo and rolling stock. Receives and properly secures all types of sensitive, pilfer-able and bonded/signature service cargo. Attaches packing list, Military Shipping Labels (MSLs), Radio Frequency Identification (RFID) tags, and seals to van/container. Plans and coordinates the ground transportation requirements for van/container retrograde shipments to/from NMP to meet vessel schedules and RDD requirements. Assists Import/Export Branch with the movement of cargo Defense Logistics Agency (DLA) and DMO cargo through NMP. Provides assistance to House Hold Good section. Operates Forklift with more than 3 ton lifting capacity for general warehouse duties as required. 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-4 OR four (4) academic years above high school leading to a bachelor's degree OR Completion of four (4) year college/university.

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

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

Language Proficiency Level 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. Must possess a valid GOJ Forklift Operator's license.

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

1. Good understanding of English, speaking, reading and writing.
2. Knowledge of the Defense Transportation Regulation (DTR), Volume II, DOD 4500.9-R.
3. Working knowledge of documents required by Global Air Transportation Execution System (GATES).
4. Working knowledge of documents required by the Defense Transportation System.
5. Skill set required for using Microsoft Office (Power Point, Word, Excel and Adobe).
6. Must have knowledge of DTR MILSTAMP transportation TCMD system.
7. Working knowledge of Integrated Computerized Deployment System (ICODES).

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

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

勤務時間/Work Schedule

Monday-Friday 0700-1600 (40 hours per week) Recess 1130-1230

タイムイングレード/Time in Grade (TIG)

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

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

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

応募方法/How to apply

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在日米陸軍 日本人人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration: ☐ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level Heavy Duty Equipment Mechanic MLC-2134 BWT-2 Grade-7 LPL-0 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent / Full-Time 求人数/Number of Position(s): 2 部隊名/Organization (Work Location): 403d AFSB LRC-Okinawa Maintenance Division (Torii Station) [LRC-026-25] [LRC-039-25]
職務内容/Duties Works under the direct supervision of the Chief of the Maintenance Division and the section supervisor or foreman. Work assignments are provided with clear objectives, priorities, and deadlines, with guidance available for complex or unprecedented situations. The employee is expected to independently plan and execute tasks, addressing challenges and deviations by applying established instructions, policies, prior training, and industry best practices. Completed work is assessed for technical accuracy, appropriateness, and compliance with policies and requirements, while the specific methods used to achieve results are generally not subject to detailed review. The Heavy Duty Equipment Mechanic is responsible for the disassembly, overhaul, repair, replacement of parts, adjustment, reassembly, and final operational checks of a wide range of tactical and general-purpose automotive vehicles, including forklifts, cargo trucks, buses, truck tractors, warehouse tugs, all-terrain vehicles (ATVs), line tracks, and fire trucks. Examines equipment and component units by visual, electronic diagnostics and auditory means and / or by operational tests and troubleshooting. Performs electrical testing or necessary repairs including welding and sheet metal work. Disassembles equipment and component parts such as steering and control systems, transmissions, cooling systems, differentials, axles, wheel assemblies, etc. Cleans and removes rust, dirt, corrosion or other foreign matters from assemblies and/or component parts by various means. Analyzes and performs diagnostics on hydraulic systems and components. Overhauls, repairs or replaces hydraulic pumps, valves, and cylinders. Performs operational checks. Repairs and adjusts carburetors, fuel injectors, injection pumps, magnetos, voltage regulators, switches, batteries and wiring. Repairs transmission systems, including such parts as clutches, gears, bearings, universal joints, hydraulic units, differentials, axles and brakes. Repairs steering mechanism and other controls. Checks and aligns wheels. Checks and repairs or replaces defective parts and assemblies such as pumps, piping assemblies, packing, seals, screens, meters and pressure gauges. Services and repairs pumps on fire trucks by disassembling, cleaning, repacking, and replacing parts. Installs, adjusts, and repairs minor accessories such as windshield wipers, heaters, defrosters, control units, limit switches, and various other switches. Disassembles, repairs, assembles, and tests gasoline and diesel engines, inspects, and replaces as necessary pistons, piston rings, valves, bearings, wrist pins, gaskets, and cylinder	

liners. Inspects and replaces worn software such as hoses, belts, seals, gaskets and filters. Performs diagnostics and troubleshooting on electrical circuits, and ascertains condition of wiring and components. Rewires partial or complete circuits, covering ignition, starter, generator/alternator, and lighting systems as required. Maintains assigned tools and equipment, ensuring a clean and safe working environment. When faced with complex technical challenges, they consult with a supervisor and follow provided instructions to ensure efficient and effective repairs. Performs other related or incidental duties as assigned.

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

Must have specialized experience in the related work at the next lower grade level. (BWT-2 Grade-6)

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

No language proficiency level is required.

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

1. Must possess a valid Government of Japan (GOJ) driver's license 普通自動車運転免許 (Manual Transmission/マニュアル車).
2. Must possess a valid GOJ Heavy Vehicle driver's license (大型自動車免許).
3. Must possess a valid certificate for operation of Forklifts with a lifting capacity of less than 3 ton (フォークリフト運転技能講習修了証 3トン以下).
4. Must have a valid 2nd Class Gasoline Automotive Mechanic license (二級ガソリン自動車整備士資格) and/or Diesel Automotive Mechanic License (二級ディーゼル自動車整備士資格).

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

1. Working knowledge of 2nd class automotive mechanics, repair, tune-ups, and automotive body repair.
2. Ability to use a tire changing machine, repair, and replace heavy vehicle tire weighing up to 50lbs (23kg).
3. Ability to interpret job-related instructions, specifications, blueprint readings and schematics. The English manuals will be covered by section Foreman to relay to the Mechanics.
4. Ability to troubleshoot various automotive mechanical systems and equipment.
5. Ability to use and maintain trade-specific tools and equipment.
6. Ability to establish a culture of safety for fellow co-workers.
7. Knowledge of computer operating systems such as Outlook, Word, Excel, etc. is desirable.
8. Ability to operate tire mouter / demouter and wheel balancer.
9. Ability to speak, read, and write English at Elementary proficiency level (LPL-1) is desirable.

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

1. Must be physically fit to perform the duties above.
2. Must be physically capable of bending, stooping, and/or standing for a long period of time.
3. Must be able to lift minimum of twenty-five (25) kilogram in weight.
4. Must be able to work outside of normal duty hours when requested.
5. Must be able to work overtime when requested.
6. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of U.S. Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

勤務時間/Work Schedule

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

Rest days: Saturday-Sunday

タイムイングレード/Time in Grade (TIG)

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-2 Grade-6) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

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

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

応募方法/How to apply

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在日米陸軍 日本人人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25
募集可能従業員/Area of Consideration: ☐ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level Maintenance Mechanic MLC-2338 BWT-2 Grade-6 LPL-0 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status Permanent / Full-Time 求人数/Number of Position(s): 2 部隊名/Organization (Work Location) 1st BN, 1st Air Defense Artillery Regiment Echo Company (Kadena Air Base) [KD2024-02]
職務内容/Duties Works under the direct supervision of the 1-1 Air Defense Artillery Battalion Maintenance Officer, who provides guidance and oversight by defining objectives, priorities, and deadlines. The employee is responsible for planning and carrying out successive steps, handling problems and deviations, and making decisions in accordance with instructions, policies, technical manuals, previous training, and accepted practices in the occupation. The supervisor assists the employee with unusual situations that do not have clear precedents, and completed work is evaluated for technical soundness, appropriateness, and conformity to policy and requirements, ensuring that all maintenance activities are performed efficiently and effectively. Provides field-level maintenance support in 1-1 ADA's motorpool, performing a wide range of tasks involved in the maintenance and repair and preventative maintenance of various conventional equipment, including disassembling, overhauling, repairing, and replacing parts of tactical and commercial vehicles, construction equipment, power generation equipment, and material handling equipment. The incumbent adjusts and reassembles equipment to ensure proper functioning, and conducts initial and final operational checks and inspections to verify equipment is in good working condition. Throughout these tasks, the heavy duty equipment mechanic ensures compliance with all applicable Army regulations, policies, technical manuals, training, and safety procedures to maintain a safe and efficient work environment, ultimately supporting the Army's mission and operations. Conducts scheduled and unscheduled services. This involves a wide range of tasks, including routine maintenance, repairs, installs, and inspections, all of which are designed to prevent equipment failures, reduce downtime, and ensure compliance with Army regulations and standards. The mechanic's expertise is essential in identifying and addressing potential issues before they become major problems, and in performing repairs and maintenance tasks to get equipment back in operation quickly and efficiently. Quarterly and Annual Services involve thorough examinations of equipment and component units to identify potential issues or defects. The mechanic conducts visual and auditory inspections, operational tests, and routine maintenance tasks, such as oil changes and filter replacements, to ensure equipment is functioning properly and safely. These scheduled services help identify potential problems, perform preventative maintenance, and reduce the risk of equipment failure, ensuring equipment operates at peak performance. Initial and final road tests are also conducted to verify equipment is functioning properly and safely. Initial and final road tests must be conducted to ensure that equipment is functioning properly and safely. The initial road test is conducted before any maintenance or repairs are performed, to identify any existing issues or problems. The final road test is conducted after all maintenance and repairs have been completed, to verify that the equipment is functioning properly and safely. This includes testing all systems and components, such as brakes, steering, and transmission, to ensure that they are operating within established parameters. By conducting thorough road tests, the mechanic can ensure that	

equipment is safe to operate and meets Army standards. Troubleshooting involves the use of diagnostic equipment, visual inspections, and functional tests to identify the root cause of equipment malfunctions. The mechanic must be able to collect information from operators or maintenance records, analyze symptoms and diagnostic results, and systematically eliminate possible causes of problems to determine the most effective repair solution. This requires a strong understanding of equipment systems and components, as well as the ability to think critically and make sound judgments. By troubleshooting effectively, the mechanic can minimize downtime, reduce repair costs, and ensure that equipment is operating at peak performance. Managing work orders and completing required documentation is an essential administrative task. The mechanic must be able to create and manage work orders, order parts and materials, and complete maintenance records and other documentation as necessary. This includes ensuring that all work orders are accurate and up-to-date, and that all documentation is completed in accordance with Army regulations and standards. By managing work orders and documentation effectively, the mechanic can ensure that equipment is properly maintained, and that all repairs and maintenance tasks are completed efficiently and effectively. Repairing, replacing, and installing equipment components requires a high level of technical expertise and attention to detail. The mechanic must be able to disassemble and inspect equipment, identify and replace faulty parts, and reassemble and test equipment to ensure that it is functioning properly. This includes repairing and adjusting various systems, such as engines, transmissions, brakes, circuits, etc. as well as servicing and repairing main power units, material handling equipment, and automotive equipment. In addition to these tasks, the mechanic must also ensure compliance with all applicable Army regulations, policies, training, and safety procedures. This includes following established protocols for equipment maintenance and repair, using personal protective equipment and safety devices as required, and ensuring that all work is completed in a safe and efficient manner. The mechanic must also be able to coordinate with the shop office and other stakeholders to ensure that equipment is properly maintained, and that all repairs and maintenance tasks are completed in accordance with Army standards and regulations. By prioritizing safety and compliance, the mechanic can help to minimize risks, reduce downtime, and ensure that equipment is operating at peak performance. Performs preventive maintenance tasks, utilizing the Army's systematic approach for Preventive Maintenance Checks and Services (PMCS) procedures. This involves conducting visual inspections, checking critical systems, and performing functional testing and minor repairs to ensure the reliability and performance of the unit's equipment. The mechanic also inspects for signs of corrosion, cleans components, and performs routine maintenance tasks such as checking and topping off fluids, replacing worn or damaged parts, and lubricating moving parts. By following a PMCS approach, the mechanic helps identify and fix problems before they become major issues, improving the overall reliability and performance of the equipment, and enhancing safety and reducing the risk of accidents. Perform other related duties as assigned.

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

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

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

No language proficiency level is required.

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

1. Must have Japanese driver's license.
2. Must have GOJ Heavy Vehicle driver's license (more than 11 tons) (大型自動車運転免許 11トン以上).
3. Must have a Class-2 Gasoline Automotive Mechanic license (2級ガソリン自動車整備士資格) and/or Class 2 Diesel Automotive Mechanic license (2級ディーゼル自動車整備士資格).

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

1. Must be in good physical condition.
2. Must be able to complete all required trainings as required.
3. Must be able to effectively communicate with shop office.
4. Must be able to fill out U.S. Army paperwork to standard.
5. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
6. Must be able to work overtime or temporarily adjust work schedule as needed.
7. Must be able to go on temporary duty (TDY) as needed

8. 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 0800-1645 (40 hours per week) Recess 1200-1245

タイムイングレード/Time in Grade (TIG)

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

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

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

応募方法/How to apply

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

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在日米陸軍日本人事務所 沖縄 求人案内 U.S. Army Japanese Employment Services Office Okinawa Vacancy Announcement for Local National positions	空席広報番号/Announcement Number 45-JESO-25 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration: ☐ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日陸軍日本人事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
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 Facilities Planning Specialist, MLC-265 BWT 1-7, LPL 4 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent/Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): U.S. Army Garrison Okinawa, Directorate of Public Works (DPW), Real Estate Brach, Torii Station [PW25-31]
職務内容/Duties: Performs work pertinent to the planning, coordinating, and writing of Military Project Descriptions, multiple major USAG-O installations as required under the component's facility planning system. Coordinates and plans reassignment, when feasible, of surplus major facilities no longer required by an installation to an installation whose facilities are deficient. Coordinates and plans survey of surplus facilities which can not justify retention. Receives requests from tenants/customers and USAG-O for the acquisition of real property. Reviews each request for feasibility and analyzes the requirement based on submitted information, justification, plot plans, and historical records. Communicates and coordinates with GOJ agencies at all levels in the Japanese language, and translates such correspondence into English for U.S. Army (USAR) understanding and use. Prepares Joint Committee level correspondence and justification data (supporting requirements with DD1391, Form 42, Form 22) for submission to the Facilities Subcommittee for review by the Division Chief. Applies dedicated and disciplined attention to ensure accurate communication when switching between Japanese and English. Performs work pertinent to real estate functions of a major USAG-O installation including accountability, acquisition, disposal and utilization of real property, coordinating with Japanese Government agencies to assure efficient accomplishment of real estate activities. Reviews real estate acquisition or disposal documents submitted by the GOJ relevant to approved acquisition or disposal requests, such as: Statement of Specifications (RE Form 2), Description of Property (RE Form 2A), and Transfer of Property (RE Form 3), to determine the acceptability of the area extent and conditions of use, ensures alignment with the Facilities Subcommittee (FSC) Memo approved by the US-Japan Joint Committee. Advises the real estate supervisor on all matters pertaining to real property administration. Reports real estate public relations issues and general matters of interest by gathering information from newspapers, Japanese Government agencies, and other sources. Assists in executing all real estate transactions within the assigned area. Maintains liaison with Japanese Government agencies regarding real estate matters and act as a real estate coordinator with these agencies. Prepares information, coordinates with staff principals, and drafts instruments for joint-use agreements, out-grant/in-grant permits, licenses, and other agreements under the provisions of USARJ Reg 405-1 for approval and execution by the Commander, USAG-O. Coordinates with other staff offices, unit commanders on Okinawa, other U.S. military services (USMC, USAF, USN), local municipalities, and the Okinawa Defense Bureau (ODB) for out-granting the use of USAG-O real estate. Leads Real Property Specialist and Facilities Administrator at the Directorate of Public Works (DPW) in the acquisition and disposal of real property. Supports the procurement of permits and licenses and the execution of other real estate agreements. Maintains Real Property Assets Accounting data required for the application of three major systems essential to the installation's mission objectives: General Fund Enterprise Business System (GFEBS), Intelligence,	

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

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

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

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

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

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

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

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

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

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

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

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

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

タイムイングレード/Time in Grade (TIG)

BWT-1 Grade-7

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-6) or equivalent position outside

USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

***応募時に提出するもの/Documents Required:**

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在日米陸軍 日本人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration ☒ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
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 Engineering Technician (Civil) MLC-310 BWT-1 Grade-5 LPL-2 Engineering Technician (Civil) MLC-384 BWT-1 Grade-6 LPL-2 Engineer (Civil) MLC-525 BWT-1 Grade-7 LPL-2 沖縄県外からの応募者のみ ↓ 応募書類をメールにてご提出ください。 Applicants from outside of Okinawa may submit the required documents to the email address below. usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status Permanent / Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location) U.S. Army Corps of Engineers - Japan District Engineering Division (Camp Foster) [OM-22-22]
職務内容/Duties This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed. BWT-1 Grade-5 (Trainee Level): This position has been established at the developmental level of two (2) grade lower than the target grade level for the purpose of developing the necessary skills, knowledge, and abilities required to progress through the advanced developmental level of one (1) grade lower than the target grade level to the full performance level as described in the target grade PD. Assignments are pre-selected for developmental purposes progressing from the more common and typical assignments to the more difficult assignments as the appropriate skills, knowledge and abilities are gained by the incumbent. Differences between this position and the full performance level are as follows: Serves as a trainee, completes specifically assigned tasks regarding routine and recurring duties described in target position's PD, and related duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers. Applies a basic knowledge of target grade requirement used to analyze and evaluate assigned programs, missions, and functions. The supervisor provides guidance on new or unusual assignments, and assists the incumbent in determining the parameters of projects, and setting priorities and deadlines. The incumbent performs technical work under close supervision, with spot checks of work in progress. Completed work is reviewed thoroughly in terms of technical accuracy and adequacy. Performs other duties as assigned. The incumbent may be subject to review by a Position Classification Specialist prior to promotion to the target grade	

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

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

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

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

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

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

BWT-1 Grade-5

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

BWT-1 Grade-6

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

BWT-1 Grade-7

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

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

BWT-1 Grade-5

Language Proficiency Level 2: Average proficiency

BWT-1 Grade-6

Language Proficiency Level 3: Fluent proficiency

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

BWT-1 Grade-7

Language Proficiency Level 3: Fluent proficiency

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

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

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

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

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

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

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

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

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

勤務時間/Work Schedule

Monday-Friday (40 hours per week)

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

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

タイムイングレード/Time in Grade (TIG)

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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.

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募集可能従業員/Area of Consideration: ☐ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
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 Engineer (General) MLC-525 BWT-1 Grade-7 LPL-2 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status Permanent / Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location) USAG Okinawa, DPW, Master Planning Division, Torii Station [PW25-52]
職務内容/Duties Reviews and advises programming documents of Japan Facilities Improvement Program (JFIP), Defense Policy Review Initiative (DPRI), Military Construction Army (MCA), Unspecified Minor Military Construction (UMMCA), Non-Appropriated Funds (NAF) and other programs such as the Okinawa Consolidation Initiatives, including DD Form 1391s, USFJ Form 42s and 22s with cost estimate, detailed justification, economic analysis, general site plans, detailed site plans, and Anti-terrorism/Force Protection (AT/FP) study. Coordinates meetings with all relevant organizations in the development of projects to ensure complete and detailed requirements are incorporated into the projects. Serves as facilitator/chairperson as the situation requires. Prepares and coordinates site approval for construction projects to obtain appropriate signatures. Coordinates design reviews of all assigned Government of Japan (GOJ) projects with the U.S. Army Corps of Engineers, using agencies, and all reviewing entities including the Operations & Maintenance Division (O&M), Provost Marshal Office (PMO), Fire Department, and the Network Enterprise Center (NEC); resolves project issues, questions, or concerns; and ensures review of project documents is completed by the required suspense dates. Attends meetings with the GOJ, Army Corps of Engineers, and using agencies to support the development of project criteria packages (CPs) and Definitive Detailed Drawings (DDD). Assists in coordinating the resolution of technical issues and facilitates meetings related to the development of Master Plans, Preliminary Criteria Packages (PCPs), and Basic Criteria Packages (BCPs) for assigned projects. Oversees and assists in installing as-built drawings in CADD files, and other formats, and in maintaining project drawings and files. Coordinates and attends as the Directorate of Public Works (DPW) Master Planning (MP) technical representative for all meetings and site visits for the planning and design of all assigned projects; engages in technical discussions with using agencies, engineers, and project managers from the U.S. Army Corps of Engineers, GOJ agencies such as the Ministry of Defense (MOD), coordination entities including the Okinawa Defense Bureau (ODB), local municipalities, U.S. Forces Japan (USFJ), and other military services. Coordinates requests for planning and design contractor support for information, utilities clearances, base passes, etc. Assists in coordinating all actions to ensure timely resolution of issues so that assigned projects stay on schedule and within budget throughout the programming and design stages. Interfaces with Camp Zama counterparts for assistance with capabilities not available at U.S. Army Garrison (USAG) Okinawa. Operates government vehicles to/from work locations to conduct work assignments. Responsible for developing and maintaining the USAG Okinawa Real Property Master Plan (RPMP) components (Long-Range, Capital Investment Strategy, Short-Range, RPMP Digest, and Installation Design Guide (IDG) including documents, maps, and plans for all USAG Okinawa installation, JFIP, MCA, NAF, UMMCA, etc. projects. Reviews the Real Property Planning and Analysis System (RPLANS), RPLANS database (category codes, assets, and requirements) and Balanced Tabulation of existing and required facilities. Assists the Chief Master Planning Division in Real Property Planning Board (RPPB) meetings and command briefings on major master planning topics; provides decision-makers with recommended priorities to achieve RPMP objectives. Reviews and assists to coordinate U.S. funded and Host Nation funded project designs and sittings, other project designs such as Sustainment, Restoration, and Modernization (SRM), NAF, Operations and Maintenance Army (OMA) project, to ensure alignment with RPMP goals. Initiates, coordinates and executes plan for AT/FP and Access Control	

Point (ACP) requirements for the projects funded by MCA, UMMCA, JFIP, DPRI, and other construction projects. The plan includes detailed drawings, narrative and graphic risk analysis of personnel and structures, alternative scenarios, with proper stand-off distance applying the Unified Facilities Criteria (UFC) and other standards. Programs Architectural-Engineering (A-E) master planning contracts to support master planning initiatives. Reviews design analysis and proposed solutions for the projects developed by A-E firms and other designers to ensure appropriate engineering principles, practices and methods were applied. Reviews construction contract plans and specifications prepared by A-E firms and other design agents to ensure appropriate engineering principles, practices and methods were applied. Coordinates meetings with all appropriate organizations during the planning and design phases of projects to ensure all spatial and technical requirements developed during the project development are incorporated into the construction. Serves as facilitator/chairperson as the situation requires. Assumes the responsibility as Acting Chief, Master Planning Division, when required. Conducts work in a professional manner and promotes good working relationship with co-workers and customers. Performs other duties as assigned by Chief, Master Planning Division and other designated supervisors within the chain-of-command of the Directorate of Public Works (DPW) that supports the overall mission of the MP Div, DPW, and USAG Okinawa.

Performs other duties as assigned.

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

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

[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.

[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., First or Second Class Architect's License/Kenchikushi (一級または二級建築士), Mechanical-Electrical Engineer/Kenchiku Setsubishi (建築設備士), Consulting Engineer/Gijutsushi (技術士), etc.

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

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

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

Language Proficiency Level 2: Average proficiency

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

Must have Japanese driver's license. (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. 5 years practical experience in General engineering field is desirable.
2. 5 years working experience in the related engineering field (electrical/mechanical) is desirable.
3. Comprehensive knowledge of Engineering concepts, principles, methods and practices in General Engineering field.
4. Knowledge of computer software such as MS Office Suite to include Word, Excel, Outlook, and Auto-CAD.
5. 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 travel to attend training, meetings or conferences, and survey USAG Okinawa real properties, including multiple story building and unpaved rough nature environment.
2. Must be physically fit to perform all assigned duties.

3. Must be able to stand or walk for long periods under extreme weather conditions.
4. Must be available for overtime as necessary.
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.

勤務時間/Work Schedule

Monday-Friday (40 hours per week) 0715 – 1600 (Recess: 1130-1215)

タイムイングレード/Time in Grade (TIG)

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-6) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met

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

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

応募方法/How to apply

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

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

在日米陸軍 日本人人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration: ☐ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level Engineer (Civil) MLC-541 BWT-1 Grade-8 LPL-2 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status Permanent / Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location) U.S. Army Corps of Engineers - Japan District Engineering Division (Camp Foster) [OM-23-25]
職務内容/Duties Works under the general supervision of Section Chief, Engineering Division, U.S. Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Incumbent keeps supervisor informed of progress of work, trends, and problems. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. Serves as senior and/or lead Engineer for the civil engineering portions of projects during the planning, designing, directing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S. Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a senior consultant in the civil engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the civil engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates the design phase of major projects extensively with other engineers. Prepares civil engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal input from Section Chief. Results of the work are normally accepted without significant change. Supports to provides translations of technical documents from English to Japanese, and from Japanese to English if necessary. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and other senior engineer by preparing instructions and guidance for their use in developing designs of the civil engineering portions of projects. Serves as a senior technical advisor on all civil engineering issues. Deviates from standard guides or conventional	

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

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

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

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

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

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

Language Proficiency Level 2: Average proficiency

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

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

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

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

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

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

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

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

勤務時間/Work Schedule

Monday-Friday (40 hours per week)

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

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

タイムイングレード/Time in Grade (TIG)

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-7) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met

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

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

応募方法/How to apply

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

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

在日米陸軍 日本人人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration: ☐ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
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 Sheetmetal Worker Foreman B, MLC-2363, BWT 2-9, LPL 1 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent/Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): USAG Okinawa, DPW, O&M Division B&G Branch, Torii Station [PW24-14]
職務内容/Duties: Works under the general supervision of the Chief, Operations & Maintenance Division. Receives continuing or individual assignments from Operation & Maintenance Chief by provided expectation management by way of guidance, establishing standards on quality/quantity, deadlines, and priority of assignments. Keeps the Operations and Maintenance Chief informed of progress and potential issues. Uses initiative in caring out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the manager for decision or assistance. Chief provides additional specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available, and assures that finished work and methods used are accurate and in compliance with instructions or establish procedures. Serves as Building and Structures Foreman B, overseeing Buildings & Structures Sections such as Metal Shop, Mason/Carpentry Shop, Paint Shop and Preventive Maintenance Shop. Responsible for work schedules and work orders for performance of preventive maintenance tasks on building and structures requiring the knowledge of carpentry, painting, masonry, plumbing, and electrical trades pertaining to general inspection and maintenance tasks at the building sites. Supervises the facility maintenance section personnel for preventive maintenance and repair tasks. Visits the job sites to check provide input, guidance and track progress of emergent, urgent, routine and preventive maintenance work orders, reporting progress to the Operations and Maintenance Chief. Reviews, prepares, and plans, weekly, monthly, and quarterly, work schedules, for building trades and preventive maintenance shops. Operates government vehicles from/to work locations to conduct work assignments. Perform duties as the facility section fire, safety and key control representative. Conduct fire/safety inspection of the facility maintenance section area of responsibility, initiate action to correct deficiencies, monthly and daily job-related safety tasks. Inspects facility maintenance work while in the process, to ensure the quality of the work meets the established standards, plumbing, building and electrical codes and ensures schedules are being met. 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 (BWT-2-8) or equivalent.	

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ユアル車)
2. Must have Japanese Electrician's Certificate (Denki Koujishi) 2nd Class (第二種電気工事士資格保持者).

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

1. Knowledge of the building trades, such as carpentry, plumbing painting.
2. Knowledge with building, plumbing and electrical codes, and willing to read and stay current in regard to the codes and new technology.
3. Knowledge of operating Computer (Microsoft Office, Outlook, Internet searches, etc.) to support administrative tasks.
4. Ability to communicate effectively in English and Japanese, both orally and in writing.
5. Ability to manage overall direction and coordination of subordinate work activities and functions and implement sound personnel policies, practices, and procedures through subordinate foremen.
6. Ability to plan and organize work assignments to determine 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 all assigned duties.
2. Must be able to lift, pull and carry items weighing up to 50 lbs or heavier.
3. Must be able to work outside of normal duty hours when required/directed.
4. Must be able to work overtime when requested.
5. 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.
6. Must be able to obtain and maintain GOV driver's license.

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

タイムイングレード/Time-in-Grade (TIG)

BWT-2 Grade-9

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-2 Grade-8) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

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

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

在日米陸軍 日本人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration: ☐ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日陸軍日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by Army JESO Okinawa (Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
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 Ground Electronic Mechanic, MLC-2347, BWT: 2-8, LPL: 1 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent/Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): USAG Okinawa, DPW, O&M Division U&E Branch, Torii Station [PW25-46]
職務内容/Duties: Works under the general supervision of the Chief, Operation and Maintenance Division and Foreman B, who provide continuing or individual assignments by indicating what is to be done, along with limitations, expected quality and quantity, deadlines, and priorities. For new, difficult, or unusual assignments, they offer additional, specific instructions, including suggested work methods and guidance on available source materials. Independently carrying out recurring tasks without detailed instructions, but refers deviations, problems, or unfamiliar situations to the supervisors for assistance or decision-making. The employee keeps the supervisors informed of progress and any potentially sensitive or controversial matters. The supervisors ensure that completed work and methods used are technically accurate and comply with instructions or established procedures, as required. Performs maintenance and repair to the Joint-Services Interior Intrusion Detection Systems (J-SIID's); Fire Alarm Systems; Sprinklers, Electronic Automatic Fire Doors, Electric Roll up Doors, Cipher lock electronic controls systems, Automatic Emergency lights, Electronic Tank Level Gauges, and Electronic Fire Monitor Units, sewer pump controls system. Operates and maintains Direct Digital Control (DDC) systems supporting Heating, Ventilation, and Air Conditioning (HVAC) units on Army facilities. Installs, operates, troubleshoots and repairs DDC panels and equipment. Tests electronic equipment to verify code compliance. Performs Ground Electronic troubleshooting, repairs, overhauls, modifications, calibrations, adjustments, installations and tests of equipment used for control circuitry (millivolts) such as multi-meters & clamp meters. Performs technical inspections of equipment items and recommends appropriate action. Operates government vehicles to/from work locations to conduct work assignments. Performs other duties as assigned.	
必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement: <u>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.</u> 要求される語学能力級/Required Language Proficiency Level (LPL): <u>Ability to speak, read, and write English and Japanese at Elementary proficiency (LPL: 1) is required.</u> 要求されるライセンス・修了証書・証明書/Required Licenses and Certificates:	

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

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

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

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

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

タイムイングレード/Time-in-Grade (TIG)

BWT-2 Grade-8

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-2 Grade-7) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

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

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

応募方法/How to apply:

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

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

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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 Forklift Operator Foreman B MLC-2111 BWT-2 Grade-8 LPL-2 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent / Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): 10th SG Ammo Depot. (Chibana) [ADO-PA-06-25]
職務内容/Duties Works under the general supervision of Accountable Officer and/or Supervisory General Supply Specialist, who provides verbal and written instructions regarding job assignments, areas of responsibility, and the implementation of new, revised, or existing regulations and policies. The supervisor assists in the overall management of field ammunition activities. Performance is regularly spot-checked and reviewed to ensure efficiency, operational effectiveness, technical accuracy, and compliance with all instructions and regulations. Serves as a Forklift Operator Foreman B to oversee the Storage Section, including Forklift Operators, Ordnance Workers, and Truck-Trailer Driver engaged in ammunition support activities. Encompasses the comprehensive planning and supervision of the entire operational process related to the receipt, storage, shipping, and re-warehousing of ammunition and packaging materials, ensuring compliance with supervisory directives. Collaborates with the General Supply Specialist and Storage Specialists for effective operational planning regarding equipment arrangement, labor allocation, timelines, and procedural adherence, all while prioritizing effectiveness, efficiency, and safety standards. Conducts ongoing evaluations of operational activities to ensure compliance with regulatory requirements, specifications, and industry standards, identifying opportunities for enhancements in safety, quality, and operational efficiency. Additionally, provides orientation and instruction to group foremen and workers on job regulations, technical drawings, ammunition protocols, safety codes, and procedural guidelines. Participates work group meetings and facilitates communication of instructions from senior management to subordinates, while reporting on work status and delays addresses any inquiries regarding overall operations. Conducts monthly safety meetings to foster a culture of continuous improvement and safety awareness within the workforce. Assists the Storage Specialist in preparing a range of critical reports and documentation related to storage operations, including storage space utilization and occupancy reports, storage status reports, depot master storage plans, and updates on storage improvement objectives. Responsibilities also include compiling and analyzing data, participating in the ongoing development and maintenance of storage-related plans and reports, and preparing recurring and non-recurring reports and correspondence to support operational effectiveness and strategic planning. Strong attention to detail, organizational skills, and the ability to work collaboratively with others are essential for optimizing storage capabilities and achieving organizational goals. Operates electric, gasoline,	

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

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

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

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

Language Proficiency Level 2: Average proficiency

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

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

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

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

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

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

勤務時間/Work Schedule

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

タイムイングレード/Time in Grade (TIG)

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-2 Grade-7) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

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

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

応募方法/How to apply:

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

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

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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 Refrigeration & Air-Conditioning Mechanic, MLC-2240, BWT 2-7, LPL 0 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent/Full-Time 求人数/Number of Position(s): 2 部隊名/Organization (Work Location): USAG-O, DPW, O&M Div., Utilities & Energy Branch, Mechanical Section., Torii Station [PW24-55]
職務内容/Duties: Works under the supervisor who provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. 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. Uses 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. Must have 12 months of Time-in-Grade (TIG) is required. 要求される語学能力級/Required Language Proficiency Level (LPL): There is no LPL requirement for this position. However, ability to speak, read, and write English at Elementary English proficiency (LPL: 1) is highly desirable. 要求されるライセンス・修了証書・証明書/Required Licenses and Certificates: 1. <u>Must have a valid GOJ driver's license (Manual Transmission) / 普通自動車運転免許 (マニュアル車)</u>	

2. Must have at least 3rd class Refrigeration Machine Manager License (第三種冷凍機械責任者資格を保持していること).
3. 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).
4. GOJ 2nd Class Electrician's Certificate is desirable (第二種電気工事士資格を保持していることが望ましい).

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

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

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

1. Must be able to obtain GOV driver's license.
2. Must be physically fit, requires, bending and lifting items up to 40Kg.
3. Must be available for overtime as necessary.
4. May be required to work outside of normal duty hours when requested.
5. 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.

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

タイムイングレード/Time in Grade (TIG)

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-2 Grade-6) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

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

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

応募方法/How to apply:

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

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職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level Engineering Technician (CIVIL) MLC-384 BWT-1 Grade-6 LPL-3 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent / Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): USAG-O, DPW Master Planning Division, Torii Station [PW25-39]
職務内容/Duties: Serves as an Engineering Technician in the Office of the Master Planning Division, Master Planning Section, Directorate of Public Works (DPW), U.S. Army Garrison (USAG) Okinawa. Assists in coordinating with multiple types of engineers—including Department of the Army Civilian (DAC) Chiefs and Master Labor Contract (MLC) engineers—in planning and programming major construction programs. These programs include projects valued at over \$1 million, as well as initiatives under the Facilities Improvement Program (FIP), Defense Policy Review Initiative (DPRI), Military Construction Army (MCA), Non-Appropriated Funding (NAF), Joint Use Agreement (JUA), and multiple Host Nation construction programs. Develops alternative site maps for base development studies. Maintains and updates all site and site development maps related to the Master Plan. Prepares site development and project site maps to support numerous briefs and presentations to higher headquarters and the command's Real Property Planning Board. Reviews and coordinates all requests for site approvals from other agencies concerning construction and development on Army property. Prepares all site plans for FIP and MCA construction projects. Develops and maintains maps in conjunction with the Tacit Farm Management Plan and encroachment mitigation efforts. Assists in coordinating all civil engineering technical issues related to FIP projects, real estate matters, and planning efforts. Assists engineers in developing project programming documents such as USFJ Forms 22 and 42, Basic Criteria Packages (BCP), Criteria Packages (CP), and supporting data and information. Coordinates necessary technical actions with Government of Japan (GOJ) counterparts, local prefecture and city municipalities, and U.S. components such as AMC, USARJ, USAG Japan, and other Army units. These project documents are critical to ensuring that proposed buildings and facilities meet the functional, operational, and technical requirements of the intended Army users. Provides technical assistance to Chiefs and Engineers to ensure that new projects and their programming documents comply with pertinent practical engineering concepts, principles, methods, and practices. Provides translation from English to Japanese and vice versa for USFJ Forms 22 and 42, BCP/CP, engineering questionnaires, and related documents for Host Nation construction projects. Accurate translation is essential to facilitate coordination among Japanese and U.S. stakeholders. Translated information is used to develop various surveys, designs, and construction management plans for project completion. Works with DAC Chiefs and MLC engineers in preparing Facilities Improvement and Relocation Panel (FIRP) memorandums and requirements for FIP, DPRI, and Host Nation projects. Facilities Planning and Data Management Duties. Develops and maintains maps in conjunction with the	

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

Performs other duties as assigned.

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

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

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

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

Language Proficiency Level 3: Fluent proficiency.

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

Must have a valid GOJ driver's license.

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

3. Knowledge of computer software such as MS office suite to include word, excel, outlook, and Auto-Cad. (Knowledge of GIS is also preferable).
4. Knowledge of practical engineering concepts, principles, methods, and practices as it pertains to the Civil engineering field.
5. Coordination and assertive communication skills, and willingness to develop solutions for problems.
6. 3 years working experience related to the Civil Engineering field is desirable.

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

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

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

タイムイングレード/Time in Grade (TIG)

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

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

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

応募方法/How to apply

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

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

在日米陸軍 日本人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration: ☐ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
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 Engineer Technician (Mechanical) MLC-384 BWT-1 Grade-6 LPL-2 Engineer (Mechanical) MLC-525 BWT-1 Grade-7 LPL-2 This position may be filled at 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant. *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent / Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): U.S. Army Corps of Engineers Japan District Engineering Division Okinawa Engineering Design Branch (Camp Foster) [OM-26-25]
職務内容/Duties BWT-1 Grade-6 (Trainee Level): This position has been established at the advanced developmental level of one (1) grade lower than the target grade level for the purpose of developing the necessary skills, knowledge, and abilities required to progress to the full performance level as described in the target grade PD. Assignments are pre-selected for developmental purposes progressing from the more common and typical assignments to the more difficult assignments as the appropriate skills, knowledge and abilities are gained by the incumbent. Differences between this position and the full performance level are as follows. Serves in a developmental capacity, completes specifically assigned tasks described in the target position's PD. The specific duties and responsibilities are essentially the same as those described at the full performance level. Performs other duties as assigned. The supervisor provides guidance on new or unusual assignments, and assists the incumbent in determining the parameters of projects, and setting priorities and deadlines. The incumbent performs technical work under close supervision, with spot checks of work in progress. Completed work is reviewed thoroughly in terms of technical accuracy and adequacy. The incumbent may be subject to review by a Position Classification Specialist prior to promotion to the target grade level. Advancement to the full performance level is not automatic with the completion of all qualification requirements, but is contingent upon the assignment and performance of higher level duties or, a regular basis. The immediate supervisor must assure that the developmental level has been adequately mastered through actual performance. BWT-1 Grade-7 (Full-Performance Level): Works under the general supervision of Section Chief, Engineering Division, US Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Performs work independently and with minimal technical supervision. Incumbent keeps supervisor informed of progress of work, trends, and problems. Performance is evaluated in terms of thoroughness and efficiency of operations, attainment of objectives, adherence to established policies and the success of overall engineering functions. Serves as a full performance level professional engineer for the mechanical engineering portions of projects during the planning, designing, and construction stages. The work requires the capability of adapting precedents and implementing engineering	

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

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

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

BWT-1 Grade-6

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

BWT-1 Grade-7

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

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

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

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

Language Proficiency Level 2: Average proficiency

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

Must have a valid GOJ driver's license.

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

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

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

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

勤務時間/Work Schedule

Monday-Friday (40 Hours Per Week)

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

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

タイムイングレード/Time in Grade (TIG)

BWT-1 Grade-6

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

BWT-1 Grade-7

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-6) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

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

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

応募方法/How to apply

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

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

在日米陸軍 日本人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration: ☐ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
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 Engineer (Civil) MLC-541 BWT-1 Grade-8 LPL-2 This is a Limited Term Employment (LTE) position not to exceed two (2) year *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: LTE NTE 2-Year (期間限定) / Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): U.S. Army Corps of Engineers Japan District Engineering Division Okinawa Engineering Design Branch (Camp Foster) [OM-15A-23]
職務内容/Duties Serves as senior and/or lead Engineer for the civil engineering portions of projects during the planning, designing, directing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the US Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a senior consultant in the civil engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the civil engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates the design phase of major projects extensively with other engineers. Prepares civil engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal input from Section Chief. Results of the work are normally accepted without significant change. Supports to provide translations of technical documents from English to Japanese, and from Japanese to English if necessary. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and other senior engineer by preparing instructions and guidance for their use in developing designs of the civil engineering portions of projects. Serves as a senior technical advisor on all civil engineering issues. Deviates from standard guides or conventional engineering practices to meet unusual local conditions or the specialized requirements of the particular project. Projects range from conventional with large and complex, such as headquarters buildings, hospitals, large high rise housing structures, large industrial shops, ports, docks, POL facilities, airfields, hangars, engine test cells, precision measuring equipment laboratories, utility plants and systems, communications facilities	

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

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

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

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

AND

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

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

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

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

Language Proficiency Level 2: Average proficiency

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

Must have Japanese driver's license.

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

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

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

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

勤務時間/Work Schedule

Monday-Friday (40 hours per week)

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

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

タイムイングレード / Time in Grade (TIG)

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-7) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

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

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

応募方法/How to apply:

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

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

在日米陸軍 日本人人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration: ☐ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level Engineer (Civil) MLC-541 BWT-1 Grade-8 LPL-2 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status Permanent / Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location) U.S. Army Corps of Engineers - Japan District Engineering Division (Camp Foster) [OM-19-25]
職務内容/Duties Works under the general supervision of Section Chief, Engineering Division, US Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Incumbent keeps supervisor informed of progress of work, trends, and problems. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. Serves as senior and/or lead Engineer for the civil engineering portions of projects during the planning, designing, directing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the US Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a senior consultant in the civil engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the civil engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates the design phase of major projects extensively with other engineers. Prepares civil engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal input from Section Chief. Results of the work are normally accepted without significant change. Supports to provides translations of technical documents from English to Japanese, and from Japanese to English if necessary. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and other senior engineer by preparing instructions and guidance for their use in developing designs of the civil engineering portions of projects. Serves as a senior technical advisor on all civil engineering issues. Deviates from standard guides or conventional engineering practices to meet unusual local conditions or the specialized requirements of the particular project. Projects range from conventional with large and complex, such as headquarters buildings, hospitals, large high rise housing structures, large industrial shops, ports, docks, POL facilities, airfields, hangars, engine test cells, precision measuring equipment laboratories, utility plants and systems, communications facilities and systems, and other comparable engineering projects. Leads a project	

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

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

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

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

AND

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

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

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

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

Language Proficiency Level 2: Average proficiency

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

Must have Japanese driver's license.

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

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

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

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

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

勤務時間/Work Schedule

Monday-Friday (40 hours per week)

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

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

タイムイングレード / Time in Grade (TIG)

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-7) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met

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

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

応募方法/How to apply

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

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

在日米陸軍 日本人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration ☐ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
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 Engineering Technician (Architectural) MLC-310 BWT-1 Grade-5 LPL-2 Engineer Technician (Architectural) MLC-384 BWT-1 Grade-6 LPL-2 Engineer (Architectural) MLC-525 BWT-1 Grade-7 LPL-2 This position may be filled at 1-5 or 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant. *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status Permanent / Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location) U.S. Army Corps of Engineers - Japan District Engineering Division (Camp Foster) [OM-51-24]
職務内容 / Duties This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed. BWT-1 Grade-5 (Trainee Level): This position has been established at the developmental level of two (2) grade lower than the target grade level for the purpose of developing the necessary skills, knowledge, and abilities required to progress through the advanced developmental level of one (1) grade lower than the target grade level to the full performance level as described in the target grade PD. Assignments are pre-selected for developmental purposes progressing from the more common and typical assignments to the more difficult assignments as the appropriate skills, knowledge and abilities are gained by the incumbent. Differences between this position and the full performance level are as follows. Serves as a trainee, completes specifically assigned tasks regarding routine and recurring duties described in target position's PD, and related duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers. Applies a basic knowledge of target grade requirement used to analyze and evaluate assigned programs, missions, and functions. The supervisor provides guidance on new or unusual assignments, and assists the incumbent in determining the parameters of projects, and setting priorities and deadlines. The incumbent performs technical work under close supervision, with spot checks of work in progress. Completed work is reviewed thoroughly in terms of technical accuracy and adequacy.	

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

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

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

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

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

BWT-1 Grade-5 (Trainee Level)

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

BWT-1 Grade-6 (Trainee Level)

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

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

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

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

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

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

Language Proficiency Level 2: Average proficiency

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

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

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

Experience working in an architectural design firm is desirable.

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

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

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

勤務時間 / Work Schedule

Monday-Friday (40 hours per week)

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

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

タイムイングレード / Time in Grade (TIG)

BWT-1 Grade-5 (Trainee Level)

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-4) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

BWT-1 Grade-6 (Trainee Level)

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

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

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-6) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met

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

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

応募方法/How to apply:

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

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

在日米陸軍 日本人人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration: ☐ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level Engineering Technician MLC-384 BWT-1 Grade-6 LPL-2 Engineer (Electrical) MLC-525 BWT-1 Grade-7 LPL-2 This position may be filled at 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant. *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent / Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): U.S. Army Corps of Engineers, Japan District, Engineering Division, Okinawa Engineering Design Branch (Camp Foster) [OM-52-24]
職務内容/Duties: This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed. BWT-1 Grade-6 (Trainee Level): Under the closer than normal supervision of the supervisor or senior engineers, the incumbent serves as a trainee, performs engineering work in electrical engineering and completes specifically assigned tasks regarding routine and recurring duties described in the target position's PD [Engineer (Electrical) MLC-525 BWT-1 Grade-7 LPL-2] and other related and/or incidental duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers. BWT-1 Grade-7 (Full-Performance Level): Works under the general supervision of Section Chief, Engineering Division, U.S. Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Performs work independently and with minimal technical supervision. Incumbent keeps supervisor informed of progress of work, trends, and problems. Performance is evaluated in terms of thoroughness and efficiency of operations, attainment of objectives, adherence to established policies and the success of overall engineering functions. Serves as a full performance level professional engineer for the electrical engineering portions of projects during the planning, designing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S. Forces, Japan (USFJ), as well	

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

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

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

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

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

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

AND

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

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

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

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

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

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

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

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

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

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

タイムイングレード / Time in Grade (TIG):

BWT-1 Grade-6:

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

BWT-1 Grade-7:

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-6) or equivalent position outside USFJ. The period served by any job title at the required BWT and Grade as well as the period served as Temporary Promotion at the required BWT and Grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

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

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

応募方法/How to apply:

必要提出書類を締切日までに 1 ページ目に記載の投函箱まで提出してください。記載漏れや必要な証明書、署名等の不備がある、あるいは締切日以降に届いた応募書類は審査不可となります。記載内容に虚偽の申告があ

ると認められた場合は募集が無効になります。該当募集範囲以外に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。尚、提出された応募書類は返却いたしません。

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

在日米陸軍 日本人人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration: ☐ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level Engineering Technician MLC-384 BWT-1 Grade-6 LPL-2 Engineer (Electrical) MLC-525 BWT-1 Grade-7 LPL-2 This position may be filled at 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant. *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent / Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): U.S. Army Corps of Engineers Japan District Engineering Division Okinawa Engineering Design Branch (Camp Foster) [OM-05-25]
職務内容/Duties: This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed. BWT-1 Grade-6 (Trainee Level): Under the closer than normal supervision of the supervisor or senior engineers, the incumbent serves as a trainee, performs engineering work in electrical engineering and completes specifically assigned tasks regarding routine and recurring duties described in the target position's PD [Engineer (Electrical) MLC-525 BWT-1 Grade-7 LPL-2] and other related and/or incidental duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers. BWT-1 Grade-7 (Full-Performance Level): Serves as a full performance level professional engineer for the electrical engineering portions of projects during the planning, designing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S. Forces, Japan (USFJ), as well as those funded by the U.S. Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the electrical engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the electrical engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory approaches and solutions to engineering problems. Prepares electrical engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for part of the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal assistance from higher	

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

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

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

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

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

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

AND

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

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

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

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

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

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

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

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

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

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

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

タイムイングレード / Time in Grade (TIG):

BWT-1 Grade-6:

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

BWT-1 Grade-7:

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-6) or equivalent position outside USFJ. The period served by any job title at the required BWT and Grade as well as the period served as Temporary Promotion at the required BWT and Grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

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

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

応募方法/How to apply:

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

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

在日米陸軍 日本人事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration: ☒ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍 日本人事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level Engineer (General/PW) MLC-525 BWT-1, Grade-7, LPL-2 沖縄県外からの応募者のみ ↓ 応募書類をメールにてご提出ください。 Applicants from outside of Okinawa may submit the required documents to the email address below. usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent/Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): USAG Okinawa, Directorate of Public Works (DPW), Engineering Division, (Torii Station) [PW-21-40]
職務内容/Duties: The employee is responsible for performing professional engineering duties at the full performance level. The major duties include, but are not limited to; General Engineering, project management, conducting site inspection, site analysis, estimating cost, designing, preparing drawings, scheduling, and coordinating with customers and engineers in other fields for construction detail. Through coordination, site investigation and basic technical research, develops detailed project scopes of work from basic customer requirements for large and complex projects. Using engineering principles, practices and methods develops detailed specifications, schematics and plans to fully communicate all aspects of large and complex projects for construction contracts, developing standards and criteria for unique situations when conventional means don't apply. Prepares detailed cost estimates, schedules, technical analysis, design calculations, reference drawings, as-built drawings for the negotiation and solicitation of all large and complex project construction contracts. Performs project management functions such as coordination, creating scopes of work, scheduling, estimating, budgeting, funding requests, site inspections, etc. to support both internal and external contracting agencies such as Air Force Contracting Squadron, U.S. Army Corps of Engineers, etc. Reviews design analysis and proposed solutions for large and complex projects developed by A-E firms to ensure appropriate engineering principles, practices and methods were applied. Reviews shop drawings and material submittals prepared by construction contractors for large and complex projects to ensure compliance with contract plans and specifications. Performs technical evaluations of proposed contractor bids for large and complex construction contracts to ensure contractor bids are reasonable, complete and technically reflects the project scope of work. Performs field site investigations to confirm and validate A-E firm proposals, cost estimates, quantities, materials, and equipment. Develops technical findings and recommendations defending the command's position on critical/adverse issues presented by engineers at higher echelons, manufactures, contractors, other agencies, GOJ and local governments. Represents the command in negotiations with engineers from the GOJ, Corps of Engineers, other military services and agencies, local government, and communities to resolve critical/controversial aspects of engineering	

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

Performs other related or incidental duties as assigned.

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

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

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

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

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

[Education/License]:

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

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

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

AND

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

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

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

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

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

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

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

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

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

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

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

タイムイングレード / Time in Grade (TIG):

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-6) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

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

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

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

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

在日米陸軍 日本人人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment and Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration: ☐ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level Engineer (Mechanical) MLC-525 BWT-1 Grade-7 LPL-2 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent / Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): U.S. Army Corps of Engineers - Japan District Engineering Division (Camp Foster) [OM-49-24]
職務内容/Duties: Serves as a full performance level professional engineer for the mechanical engineering portions of projects during the planning, designing, and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the particular needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S. Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the mechanical engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the mechanical engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory approaches and solutions to engineering problems. Prepares mechanical engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for part of the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal assistance from higher grade Engineer/Section Chief. Completed assignments are evaluated for technical soundness, and conformance to criteria and policy. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and higher grade engineers by preparing instructions and guidance for their use in developing designs of the mechanical engineering portions of projects. Serves as an engineer providing support on all mechanical engineering issues. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Assignments will include conventional projects with complex features such as headquarters buildings, housing structures, industrial shops, ports, docks, airfields, hangars, utility plants and systems, and other comparable engineering projects. For the large and complex projects assigned, the work will be conducted with guidance and technical advice from senior engineers. Is familiar with the general technical interface between all engineering disciplines. Coordinates comments with the A-E firms, other technical disciplines, project managers, end-users, and GOJ, as applicable. Provides mechanical engineering on-site inspection, assistance, and technical advice to District's construction offices on projects under construction. Operates government vehicle from/to work locations to conduct the work assignments. Makes field observations,	

compares findings with contract documents, then provides technical recommendations based on sound engineering judgment. Performs other duties as assigned.

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

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

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

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

Language Proficiency Level 2: Average proficiency

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

1. Must be a college or university graduate with specialized education in Mechanical Engineering or possess an official engineering license, e.g., Kenchiku Setsubishi (Consulting Engineer for Mechanical (建築設備士免許 - 機械), Professional Engineer (技術士免許) or Construction Management Engineer 1st (一級管工事施工管理技士免許) etc.
2. Must have Japanese driver's license.

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

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

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

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

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

タイムイングレード / Time in Grade (TIG):

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-6) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met

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

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

応募方法/How to apply:

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

Submit USFJ Form 196a, pre-employment inquiries, and other required supporting documents by the closing date in one of designated drop boxes/location mentioned in page 1. Incomplete applications (e.g., applications

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

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職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level Engineer (Fire Protection) MLC-525 BWT-1 Grade-7 LPL-2 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent / Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): U.S. Army Corps of Engineers - Japan District Engineering Division (Camp Foster) [OM-01-25]
職務内容/Duties: Works under the general supervision of Section Chief, Engineering Division, US Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Performs work independently and with minimal technical supervision. Incumbent keeps supervisor informed of progress of work, trends, and problems. Performance is evaluated in terms of thoroughness and efficiency of operations, attainment of objectives, adherence to established policies and the success of overall engineering functions. Serves as the full performance level engineer for the fire protection engineering portions of projects during the planning, designing, directing and construction stages. The work requires the capability of adapting precedents and implementing engineering theories and principles to the needs of the projects. Projects assigned will include those designed and constructed under the Government of Japan's (GOJ's) Host Nation funded construction program for the U.S. Forces, Japan (USFJ), as well as those funded by the US Government. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the fire protection engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest developments and technical publications in the fire protection engineering field. Advises District and USFJ personnel, A-E firms, and the GOJ of new technical engineering applications and innovations that have an impact on established procedures. Coordinates with other engineers to arrive at mutually satisfactory approaches and solutions to engineering problems. Prepares fire protection engineering portions of technical criteria documents and drawings for the Host Nation funded projects, as well as complete drawings, specifications, and other design documents for part of the US-funded projects. Responsible for planning, designing and carrying out programs, projects, studies, or other work with minimal assistance from higher grade Engineer/Section Chief. Completed assignments are evaluated for technical soundness, and conformance to criteria and policy. Reviews regulations, criteria, and Standard Operation Procedures (SOP) used by the USFJ, A-E firms, and the GOJ's engineers. Assists the Section Chief and higher-grade engineers by preparing instructions and guidance for their use in developing designs of the fire protection engineering portions of projects. Serves as an engineer providing support on all fire protection engineering issues. Reviews studies, design analysis, construction drawings, and specifications to ensure they are in accordance with established criteria, regulation, and policies. Assignments will include conventional projects with complex features such as headquarters buildings, housing structures, industrial shops, ports, docks, airfields, hangars, utility plants and systems, and other comparable engineering projects. For the large and complex projects assigned, the work will be conducted with guidance and technical	

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

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

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

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

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

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

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

Language Proficiency Level 2: Average proficiency

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

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

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

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

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

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

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

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

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

タイムイングレード / Time in Grade (TIG):

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT-1 Grade-6) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met

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

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

応募方法/How to apply:

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

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

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職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level Engineering Technician (Telecommunications Systems) MLC-544 BWT-1 Grade-7 LPL-4 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent - Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): 78th Signal Battalion S-3, Torii Station [78SBO-31-23] If you have applied to #41-JESO-24, no need to reapply
The employee performs Information Technology (IT) and telecommunications systems planning and design and project management. The employee's developed analyses, evaluations, and recommendations in conjunction with the original assignment will be reviewed by the supervisor for potential lessons learned and process improvements. The employee also serves as the HHD IT Management Officer (IMO). Develops and evaluates contracted IT and Telecommunications (IT/TELCOMM) architectural and engineering facilities design plans for connecting new interior and exterior copper and fiber optic cabling to existing USG infrastructures. Transitions completed project to the supporting NEC-Okinawa or to the installation's enterprise network communication (USAF/USN/USMC) departments. Attends meetings by providing USG recommended solutions normally originating at the customers network delivery point connecting to the supporting installation's infrastructure system. Represents the 78th Signal Battalion in meetings by providing approved IT/TELCOMM technical recommendations to GOJ-funded project documentation (e.g., Form 22) and approved designs for Japanese Facility Improvement Program (JFIP), Defense Policy Review Initiative (DPRI) and other local installation projects. Reviews and recommends design objectives, identifies potential network and cybersecurity vulnerabilities and compliancy issues by coordinating solutions with appropriate staff specialists. Examines and analyzes assigned project telecommunication drawings, plans, designs, specifications, exhibits, and provides written IT/TELCOMM weekly reports for leadership awareness and decision. Meetings may include technical discussions with the customer, United States Army Corps of Engineers (USACE), Department of Public Works (DPW), Okinawa Defense Bureau (ODB), other United States Military Services, Government of Japan (GOJ), contractors, and commercial service providers. Coordinates to resolution all 78th Signal Battalion issues resulting from these meetings. Evaluates, recommends, and provides written reports to USG leadership detailing valid Course of Actions for IT/TELCOMM enhancements, upgrades, or relocation of telecommunications facilities and cabling IAW accepted regulations, policies, and best practices. Manages GOJ-funded projects by leading 78th Signal Battalion work center personnel to accomplish specific project management tasks. Analyzes JFIP, DPRI and other local installation project requirements by providing technical specification participation identified through the installation's master planning process, validates IT/TELCOMM requirements by ensuring projects meet technical guidance, cybersecurity compliance, and installation requirements. Analyzes customer IT/TELCOMM requirements by ensuring baseline technical requirements are met with project documentation (e.g., Form 22). Develops and reviews IT/TELCOMM engineering plans, technical proposals, and cost estimates by providing written recommendations to the DAC supervisor. Performs other related or incidental duties as assigned.	

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

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

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

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

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

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

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

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

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

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

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

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

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

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

応募方法/How to apply:

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

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募集可能従業員/Area of Consideration: ☒ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
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 Engineer (Mechanical) MLC-525 BWT-1 Grade-7 LPL-2 沖縄県外からの応募者のみ 応募書類をメールにてご提出ください。 Applicants from outside of Okinawa may submit the required documents to the email address below. usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent/Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): U.S. Army Garrison (USAG) Okinawa, Directorate of Public Works (DPW) Engineering Division (Torii Station) [PW24-20]
職務内容/Duties: Serves as a Mechanical Engineer responsible for architectural engineering projects for the USAG Okinawa. Perform Mechanical engineering design, site investigation, planning, project management, technical review, specifications, cost engineering or construction management. Provides technical management, oversight, and professional assistance in the execution of architectural engineering design work. Ensures that projects are developed in a manner which allows execution with the most cost-effective design; are designed to be consistent with the user's functional needs; and results in an integrated project considering such factors as existing facility requirements and systems, current codes, technical criteria, energy conservation, policies and all applicable host nation engineering considerations. Continually reviews current operations and programs for development of new and innovative ways to substantially improve quality and customer service and/or reduce design, construction, and construction management costs. Prepares detailed cost estimates and design packages for the negotiation and solicitation of construction contracts for various projects with complex features. Reviews design drawing, calculations, specifications; performs personal inspection of activities, conducts meetings/conferences to discuss design, plans, funding, and priorities. Exercises architectural and engineering knowledge, applying professional principles, methods, techniques, and applications in the evaluation and execution of DPW work processes and performance. Performs project management functions such as coordination, creating scopes of work, scheduling, estimating, budgeting, funding requests, site inspections, etc. to support contracting agencies such as Air Force Contracting Squadron, U.S. Army Corps of Engineers, etc. Responsible for representing PP&CM Branch on a project design team, or acting as a design manager. The team prepares the contract package to utilize various contracting delivery methods, including but not limited to, Request For Proposal (RFP), Indefinite Delivery Indefinite Quantity (IDIQ), Simplified Acquisition of Base Engineer (SABER) and Multiple Award Construction Contracts (MACC). Conducts site visits and coordinates with customers to define/refine the project scope. Provides architectural and engineering design advice to installation managers, customers and contractors on all aspects of facility design and construction planning. Provides schedule updates, and works with team members to ensure that all projects remain on schedule. Maintains liaison with using agencies on contract design requirements. Projects include Sustainment, Restoration, and Modernization (S/RM), Operation	

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

応募方法/How to apply:

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

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

在日米陸軍 日本人人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration: ☒ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍日本人人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
職種名・職種番号・基本給表・等級・語学能力級 Job Title, Job Number, BWT, Grade, and Language Proficiency Level Engineer (Civil) MLC-525 BWT-1 Grade-7 LPL-2 沖縄県外からの応募者のみ 応募書類をメールにてご提出ください。 Applicants from outside of Okinawa may submit the required documents to the email address below. usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent/Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): U.S. Army Garrison (USAG) Okinawa Directorate of Public Works (DPW) Engineering Division (Torii Station) [PW23-06]
職務内容/Duties: Serves as a Civil Engineer responsible for architectural engineering projects for the USAG Okinawa. Perform civil engineering design, site investigation, planning, project management, technical review, specifications, cost engineering or construction management. Provides technical management, oversight, and professional assistance in the execution of architectural engineering design work. Ensures that projects are developed in a manner which allows execution with the most cost-effective design; are designed to be consistent with the user's functional needs; and results in an integrated project considering such factors as existing facility requirements and systems, current codes, technical criteria, energy conservation, policies and all applicable host nation engineering considerations. Continually reviews current operations and programs for development of new and innovative ways to substantially improve quality and customer service and/or reduce design, construction, and construction management costs. Prepares detailed cost estimates and design packages for the negotiation and solicitation of construction contracts for various projects with complex features. Reviews design drawing, calculations, specifications; performs personal inspection of activities, conducts meetings/conferences to discuss design, plans, funding, and priorities. Exercises architectural and engineering knowledge, applying professional principles, methods, techniques, and applications in the evaluation and execution of DPW work processes and performance. Performs project management functions such as coordination, creating scopes of work, scheduling, estimating, budgeting, funding requests, site inspections, etc. to support contracting agencies such as Air Force Contracting Squadron, U.S. Army Corps of Engineers, etc. Responsible for representing PP&CM Branch on a project design team or acting as a design manager. The team prepares the contract package to utilize various contracting delivery methods, including but not limited to, Request for Proposal (RFP), Indefinite Delivery Indefinite Quantity (IDIQ), Simplified Acquisition of Base Engineer (SABER) and Multiple Award Construction Contracts (MACC). Conducts site visits and coordinates with customers to define/refine the project scope. Provides architectural and engineering design advice to installation managers, customers and contractors on all aspects of facility design and construction planning. Provides schedule updates and works with team members to ensure that all projects remain on schedule. Maintains liaison with using agencies on contract design requirements. Projects include Sustainment, Restoration, and Modernization (S/RM), Operation	

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

応募方法/How to apply:

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

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

在日米陸軍 日本人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration: ☒ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
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 Engineer (Architectural) MLC-525 BWT-1 Grade-7 LPL-2 沖縄県外からの応募者のみ 応募書類をメールにてご提出ください。 Applicants from outside of Okinawa may submit the required documents to the email address below. usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent/Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): U.S. Army Garrison (USAG) Okinawa Directorate of Public Works (DPW) Engineering Division (Torii Station) [PW24-49]
職務内容/Duties: Serves as an Architectural Engineer responsible for architectural engineering projects for the USAG Okinawa. Perform architectural engineering design, site investigation, planning, project management, technical review, specifications, cost engineering or construction management. Provides technical management, oversight, and professional assistance in the execution of architectural engineering design work. Ensures that projects are developed in a manner which allows execution with the most cost-effective design; are designed to be consistent with the user's functional needs; and results in an integrated project considering such factors as existing facility requirements and systems, current codes, technical criteria, energy conservation, policies and all applicable host nation engineering considerations. Continually reviews current operations and programs for development of new and innovative ways to substantially improve quality and customer service and/or reduce design, construction, and construction management costs. Prepares detailed cost estimates and design packages for the negotiation and solicitation of construction contracts for various projects with complex features. Reviews design drawing, calculations, specifications; performs personal inspection of activities, conducts meetings/conferences to discuss design, plans, funding, and priorities. Exercises architectural and engineering knowledge, applying professional principles, methods, techniques, and applications in the evaluation and execution of DPW work processes and performance. Performs project management functions such as coordination, creating scopes of work, scheduling, estimating, budgeting, funding requests, site inspections, etc. to support contracting agencies such as Air Force Contracting Squadron, U.S. Army Corps of Engineers, etc. responsible for representing PP&CM Branch on a project design team or acting as a design manager. The team prepares the contract package to utilize various contracting delivery methods, including but not limited to, Request for Proposal (RFP), Indefinite Delivery Indefinite Quantity (IDIQ), Simplified Acquisition of Base Engineer (SABER), and Multiple Award Construction Contracts (MACC). Conducts site visits and coordinates with customers to define/refine the project scope. Provides architectural and engineering design advice to installation managers, customers and contractors on all aspects of facility design and construction planning. Provides schedule updates and works with team members to ensure that all projects remain on schedule. Maintains liaison with using agencies on contract design requirements. Projects include Sustainment, Restoration, and Modernization (S/RM), Operation	

Maintenance Army funded (OMA), Reimbursable, and Non-Appropriated Fund (NAF) projects, which are complicated by changing situations, user requirements, and host nation considerations. Classifies work categories and ensure that statutory financial limitations are strictly followed. Prepares the meeting minutes and reports concerning various architectural and engineering actions. The work requires in-depth Japanese and U.S. architectural and engineering knowledge and skills in dealing with progressively difficult and/or varied situations or newly developed systems or projects. Makes recommendations as necessary to assume sound economic engineering state-of-art designs, meeting mission requirements, and conformance with directive and regulations governing facility operation to minimize future maintenance and repair problems. Responsible for all post-design project efforts. Reviews contractor submittals for compliance with contract documents. Participates in pre-bid surveys, pre-construction meetings and construction-related inspections. During final inspection, confirms and verifies performance of architectural and engineering systems and assist with determining project acceptance. Provides technical assistance to Contracting personnel and assists in resolving contract changes. Reviews contractor proposals to identify errors or omissions. Participates in contract negotiations (when necessary) to ensure that all bidders understand project scope of work. Assists construction inspectors by providing them solutions to problems which may arise during construction. Provides technical assistance to other DPW divisions and customers to identify and solve architectural and engineering problems. Assists with preparation of documents to establish/renew miscellaneous contracts. Conducts design reviews for projects being executed by others (i.e. proprietary approval, JED, 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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在日米陸軍 日本人事事務所 沖縄 求人案内 U.S. Army Japan Japanese Employment Services Office Okinawa Vacancy Announcement for Local National Positions	空席広報番号/Announcement Number 45-JESO-25 募集期間/Opening Period 12-18 November 2025
募集可能従業員/Area of Consideration: ☒ 日本国内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Japan ☒ 沖縄県内で雇用されている全 MLC、IHA、MC 従業員/Current MLC, IHA, MC employees in Okinawa ☒ 沖縄県内の在日米陸軍 日本人事事務所から人事サービスを受けている全 MLC、IHA、MC 従業員 (米陸軍、国防兵站局、星条旗新聞に雇用されている全従業員)/Current MLC, IHA, MC employees serviced by JESO Okinawa (U.S. Army, DLA Energy, or Stars and Stripes) ☒ 募集組織内に雇用されている従業員 Current employees employed within the Organization. 該当募集範囲以外に所属する在日米軍従業員の方は応募できませんのでご注意ください。 Current USFJ employees who are outside the area of consideration will not be considered.	
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 Engineering Technician (Mechanical) MLC-384 BWT-1 Grade-6 LPL-2 Engineer (Mechanical) MLC-525 BWT-1 Grade-7 LPL-2 This position may be filled at 1-6 or 1-7 grade level depending on the certification, qualification and training of the applicant. 沖縄県外からの応募者のみ 応募書類をメールにてご提出ください。 Applicants from outside of Okinawa may submit the required documents to the email address below. usarmy.torii.usarj.mesg.g1-jeso-oki-stff-and-clss@army.mil *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent/Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): U.S. Army Corps of Engineers Japan District Okinawa Engineering Design Branch (Camp Foster) [OM-29-24]
職務内容/Duties: This position has promotion potential to a higher grade level. If selected below the full performance level, you may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed. BWT-1 Grade-6 (Trainee Level): Under the closer than normal supervision of the supervisor or senior engineers, the incumbent serves as a trainee, performs technician type engineering work in Mechanical engineering and completes specifically assigned tasks regarding routine and recurring duties described in the target position's PD [Engineer (Mechanical), MLC-525 BWT-1 Grade-7 LPL-2], and other related and/or incidental duties which facilitate the conduct of more complex and detailed functions conducted by the supervisor or higher graded co-workers. BWT-1 Grade-7 (Full-Performance level): Serves as a full performance level professional engineer for the mechanical engineering portions of projects during the planning, designing, and construction stages. Works under the general supervision of Section Chief, Engineering Division, U.S. Army Corps of Engineers Japan District, who outlines responsibilities, objectives, and relies on the incumbent to perform assigned duties and responsibilities independently and effectively manage the functions assigned. Attends conferences with Architect-Engineer (A-E) firms, the GOJ, and end-users, and represents the District and the USFJ as a consultant in the mechanical engineering field. Serves also as technical interpreter at conferences between the USFJ and the GOJ, and provides documented minutes of all technical issues. Stays abreast of the latest	

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

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

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

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

BWT-1 Grade-6:

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

BWT-1 Grade-7:

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

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

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

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

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

BWT-1 Grade-6:

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

BWT 1 Grade-7:

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

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

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

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

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

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

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

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

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

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

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

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

応募方法/How to apply:

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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 Automotive Equipment Inspector Foreman-A MLC-2033 BWT-2 Grade-9 LPL-2 *See below CONDITIONS OF EMPLOYMENT	雇用形態/Employment Status: Permanent/Full-Time 求人数/Number of Position(s): 1 部隊名/Organization (Work Location): 403d AFSB LRC-Okinawa Maintenance Division (Torii Station) [LRC-049-22]
職務内容/Duties: The employee serves as the Foreman A for the shop directing the work of other craftsmen and concurrently performs a certain number of identical duties that are assigned to subordinates. The employee also assists supervisor in identifying problems, developing improved processes, and mentoring other employees to successfully accomplish the mission assigned to Maintenance Division, LRC Okinawa. The employee performs full range of the senior section supervisor duties to include providing instruction, establishing priorities to manage all tactical and non-tactical vehicles, etc. Determines assignments, prioritizes them based on workload, considers the skills, manpower, and equipment needed, and seeks qualified vendors to modify the vehicles. Serving as a group pacesetter, maintaining group discipline, enforcing safety and housekeeping rules, and being responsible for the tools, equipment, and supplies. Selects workers and assigns tasks to be performed, explains work requirements, and procedures, instructs subordinates on new procedures, provide advice when problems arise and reviews work. Attends work group meetings and passes on to subordinates instructions received from U.S. supervisors. Reports to supervisor on status and progress of work and causes of work delays. Answers questions of supervisor on overall work operations and problems. Performs various technical and safety inspections (e.g., acceptance, TI, final, safety) on vehicles (e.g., weapon carrier, truck, bus, etc.), Special Purpose Vehicles (ambulance, fire trucks, dump, wrecker, etc.), Construction Equipment (crane, grader, bulldozer, mixer, roller, etc.), Material Handling Equipment, etc. in accordance with Army regulations and other relevant/applicable technical manuals. Estimates cost of salvage value on damaged vehicles, cost of repairs, etc. Translates technical publications from English to Japanese and vice versa. Serves as a coordinator when requested to modify a vehicle to meet safety standards, etc. Serves as liaison and interpreter (verbal and written) between Chief, Supervisor/Customer, Shop Sections, and outside agencies. Assists the supervisor in performing the other administrative duties as assigned. Organizes data effectively to meet various management needs and maintains production reports and records. Performs other related or incidental duties as assigned.	
必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:	

Must have at least one year of specialized experience in the related work at the next lower grade level, or equivalent. And, 1 year Time-in-Grade (TIG) at the next lower grade.

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

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

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

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

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

1. Knowledge or certified in a wide range of automotive mechanic principles, processes, and techniques, heavy mobile equipment mechanic, and motor vehicle operating.
2. Knowledge or certified in the Global Combat Support System (GCSS) and other maintenance services monitoring system.
3. Knowledge in safety regulations, practices, and procedures on the U.S. Army regulations and Japanese Government local policies and requirements.
4. Knowledge of personnel management policies, practices and procedures, sexual harassment prevention and equal employment treatment.
5. Knowledge to operate Computer (Microsoft Office, Outlook, Internet searches, professional emails) to support administrative tasks.
6. Ability to manage overall direction and coordination of subordinate work activities and functions and implement sound personnel policies, practices, and procedures through one or more levels of subordinate supervisors.
7. Ability to read and interpret blueprints, diagrams, sketches, and technical specifications.
8. Ability to effectively communicate in English and Japanese in level two, both orally and in writing.
9. Ability to plan and organize work assignments to determining resources required to accomplish the tasks/mission.

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

1. Must be physically fit to perform the duties above.
2. Must be able to lift minimum of twenty-five (25) kilogram in weight
3. Must be able to use the computer to perform administrative support.
4. Must be able to work overtime when requested.
5. Must be able to work outside of normal duty hours when requested.
6. This position is designated as "Mission Essential" which requires incumbent to report to duty or continue performing duties during emergencies or exigent situations such as but not limited to natural disasters, adverse weather, terrorist activity, radioactive/poisonous gas release, outbreak of pandemic disease or other events that may present danger to any USFJ facility, personnel or LN employees, or which require extraordinary USFJ assistance for relief measures.

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

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- ☒ 職務経歴書/ Resume of Work Experience
- ☒ 語学能力を証明する書類のコピー/ Copies of English Proficiency Test for LPL requirement (see LPL chart on

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