

横田基地職員求人案内 2025 年 8 月 21 日

Yokota Vacancy Announcement for Local National Positions 21 Aug 2025

祝日のため締切日が変更になっておりますのでご注意ください。Due to US Holiday, the closing date has been changed.

締切日 Closing Date: 労務管理機構横田支部(エルモ) 8 月 28 日 (木) 17 時 The LMO : 28 Aug 25 (Thu) at 17:00
民間人人事部雇用課 8 月 29 日 (金) 15 時 The CPS : 29 Aug 25 (Fri) at 15:00

職種名をクリックすると、求人内容のページが表示されます。Click on the position title to view the description of the vacancy announcement.

• 常用雇用従業員募集 Permanent Position

職 種 Job Title	部 隊 Organization	等 級 Grade	語学 LPL/ LD	契 約 Contract	募集範囲 Area of consideration	揭示日 Open Day
保安専門職 Security Specialist	空軍特別調査事務局 AFOSI Detachment 622 (Hardy Barracks, Tokyo)	1-7	4	MLC	在日米軍従業員 USFJ Employee	新規 New
技師職 (土木) * Engineer (Civil)	施設中隊 374 Civil Engineer Squadron	1-7	4(3)	MLC	内部・外部 INT/EXT	12/5
エンジニアリング専門職 (建築) Engineering Technician (Architectural)	施設中隊 374 Civil Engineer Squadron	1-6	3	MLC	内部・外部 INT/EXT	5/15
予算専門職 Budget Techncian	装備即応中隊 374 Logistics Readiness Squadron	1-5	3	MLC	内部・外部 INT/EXT	新規 New
商業美術職 Commercial Artist	軍支援中隊 マーケティング 374 FSS/FSK (Marketing)	1-5	2	MLC	内部・外部 INT/EXT	新規 New
エンジニアリング専門職 (電子) 空席/ Vacancies : 2 Engineering Technician (Electronics)	国防総省 日本代表 DoD Special Representative Japan	1-5	2	MLC	内部・外部 INT/EXT	9/5
オフィスオートメーションクラーク Office Automation Clerk	装備即応中隊 374 Logistics Readiness Squadron	1-4	3	MLC	内部・外部 INT/EXT	新規 New
ラジオ、テレビ維持修理工 Radio and Television Maintenance Man	空軍放送局 American Forces Network	2-8	2	MLC	内部・外部 INT/EXT	11/16
電気工 Electrician	施設中隊 ファイヤーアラーム 374 Civil Engineer Squadron/CEOFA	2-7	0	MLC	内部・外部 INT/EXT	新規 New
電気工 Electrician	施設中隊 電気ショップ 374 Civil Engineer Squadron/CEOFE	2-7	0	MLC	内部・外部 INT/EXT	11/21

冷蔵及び空気調節機械工 ** Refrigeration and Air-Conditioning Mechanic 冷蔵及び空気調節機械工 上級技能見習工 Advanced Trainee Refrigeration and A/C Mechanic	施設中隊 ハウジングメンテナンス 374 Civil Engineer Squadron CEL	2-7(6)	0	MLC	内部・外部 INT/EXT	8/7
機械工 ** Machinist 機械工 - 上級技能見習い工 Machinist – Advanced Trainee	米国国防省在日特別代表部 DoD Special Representative Japan	2-7(6)	0	MLC	内部・外部 INT/EXT	4/3
ボイラー装置操作工 Boiler Plant Operator	空席/ Vacancies : 3 施設中隊 374 Civil Engineer Squadron	2-6	0	MLC	内部・外部 INT/EXT	8/7
仕上げ大工 Carpenter Finish	空席/ Vacancies : 2 施設中隊 374 Civil Engineer Squadron	2-6	0	MLC	内部・外部 INT/EXT	7/24
コック Cook	軍支援中隊 将校クラブ (ルート 16) 374 FSS/FSBD-W4	2-5	1	IHA	内部・外部 INT/EXT	7/10
カウンター・アテンダント Counter Attendant	軍支援中隊 サンライズベーカリー 374 FSS/FSBE-X2A	2-3	1	IHA	内部・外部 INT/EXT	新規 New
ウェ이터・ウェイトレス Waiter/Waitress	軍支援中隊 多摩ロッジ 374 FSS/FSWL (Tama Lodge)	2-2	1	IHA	内部・外部 INT/EXT	3/20
警備員 Guard	空席/ Vacancies : 5 憲兵中隊 374 Security Forces Squadron	3-1	1	MLC	内部・外部 INT/EXT	6/26

- * 標記の語学等級が必要ですが、該当する職務の経験、知識、技術を有していればカッコ内の語学等級が適用されます。
This position required language proficiency level (LPL), but if applicants have work experience, knowledge, skills apply to the position, LPL in parentheses is applicable.
- ** 目標レベル/訓練生の職種です。応募者の知識、職務経験等によって等級が決定され見習いのレベルから採用される場合があります。
This is a target grade/trainee position. Selection may be made from intern level and hiring grade will be determined by qualification.

● **限定期間雇用従業員募集 Limited Term Position**

職 種 Job Title	部 隊 Organization	等 級 Grade	語 学 LPL/ LD	契 約 Contract	募集範囲 Area	掲示日 Open Day
管理専門職 Administrative Specialist	軍支援中隊 オーダリールーム 374 FSS/CCQ (Orderly Room)	1-4	2	MLC	内部・外部 INT/EXT	8/7
ホテル事務職 Hotel Desk Clerk	軍支援中隊 多摩ロッジ 374 FSS/FSWL (Tama Lodge)	1-3	2	IHA	内部・外部 INT/EXT	7/24
発電装置修理工 Power Generating Equipment Repairman	空席/Vacancies : 4 施設中隊 374 Civil Engineer Squadron	2-7	0	MLC	内部・外部 INT/EXT	12/5

• **時給制臨時雇用従業員募集 Hourly Pay Temporary Position**

職 種 Job Title	部 隊 Organization	等 級 Grade	語 学 LPL/ LD	契 約 Contract	募集範囲 Area	揭示日 Open Day
福利厚生プログラム補助職 MWR Program Aid	軍支援中隊 太陽コミュニティーセンター 374 FSS/FSWP	1-3	2	IHA	内部・外部 INT/EXT	4/17
動物世話係 Animal Caretaker	軍支援中隊 ペットケアセンター 374 FSS/FSWPB	2-3	0	IHA	内部・外部 INT/EXT	7/11

- 監督者の要望により職種によっては締切日が早まる場合があります。Closing date may be changed upon management request for some vacancies.
- 同職種名の求人が複数ある場合は必ず希望職種の部隊名、雇用形態(常用/期間限定等)を明記してください。未記入の場合受理されないことがあります。
- 面接に関する詳細は、応募された職種の部隊からご本人に直接連絡されます。職場や仕事内容に関するご質問は各職場の監督者や面接官にご確認ください。
- 日本国籍以外の方は就労資格の証明を必ず添付してください。People who are not Japanese nationals need to attach the work permission in Japan.
- 雇用の制限に関して Limitation of Employment
 - ❖ 基本労務契約 (MLC) - アメリカ合衆国軍隊構成員、軍属又はそれらの家族(SOFA)は雇用不可
Master Labor Contract – Member of the United States Armed Force Japan (USFJ) cannot be hired.
 - ❖ 諸機関労務契約 (IHA) - アメリカ合衆国の国籍保有者は雇用不可
Indirect Hire Agreement – United States Civilian Personnel cannot be hired

応募方法、採用基準に関しては別紙または人事部求人サイトをご覧ください

Please see other documents or visit the LN vacancy site for how to apply and minimum qualifications.

Website: [Share Point Site](#) or [AF PORTAL SITE](#) *Current employees who have “mil” or “gov” e-mail address.

駐留軍等労働者労務管理機構(エルモ) LMO vacancy announcement website: Web Site: <http://www.lmo.go.jp>

下記のQRコード(FSS Web Site)からもご覧いただけます。Please check the [FSS Web Site](#) via QR code

不明な点がございましたら横田基地人事部雇用課までお問い合わせ下さい。

For any questions, please contact the Local National Staffing, the Civilian Personnel Office at Yokota AB.

空軍横田基地人事部雇用課 LN Staffing Civilian Personnel Section Yokota AB, DSN: 225-3923

電話 Phone : 042-552-2511 (内線 ex. 53923), email : Yokota.JNStaffing@us.af.mil



Minimum Qualification

1. Position Title, Number:
Security Specialist, #0199
AFOSI Detachment 622 (Hardy Barracks), Tokyo

2. Basic Wage Table, Grade, LPL:
BWT 1-07, LPL-4

3. Language Proficiency Level (LPL): 4

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
4	860-990	86-100	N/A	600-	250-	100-	N/A	1st

4. Knowledge, Skill, and Ability:

- Knowledge of performing duties as an investigator supporting mission.
- Skills to perform a liaison with the Government of Japan, military and police.
- Skills to compose time sensitive classified reports and translate information from Japanese to English and vice-versa.
- Ability to interpret, understand and provide advice to the Commander, AFOSI agents, and Security Forces on issue involving serious crimes.

5. License requirement:

- Current possession of a valid Ordinary Vehicle Driver's License for vehicle with automatic transmission.

6. Condition of Employment:

- Must conform to AFOSI's ethical standards and behavior.
- Must perform duties both during peacetime operations as well contingency operation, in-garrison and while TDY.
- Maintain certifications on core tasks throughout employment.
- Must be able to obtain a U.S. Secret Limited Access Authority (LAA) Clearance.
- Successfully complete the Special Investigator Training Program.
- Require to travel domestically and internationally as required to conduct counterintelligence and investigative (CI) activities and for required training.
- Must work irregular hours and overtime as required (including evenings and weekends).
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Work Schedule:

- Work Hours: 40 hours / week
- Work Days: Mon – Fri
- Work Schedule: 7:30 – 16:30

Remarks:

- 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.

- The duty location/section/work schedule may be changed at management's request.
For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Accompanies supervisor and other officials on investigations and participates in interviews and interrogations of the persons involved in criminal cases.

Performs simultaneous interpretations during the course of criminal, counterintelligence and fraud investigations and during conferences between DOD and Japanese Law Enforcement and Security personnel to develop understanding of the US-Japan Status of Forces Agreement, criminal jurisdiction and other matters.

Performs translation service from Japanese to English and vice versa on material considered sensitive such as documents, newspapers articles, statements of witnesses, investigation reports and subjects, as well as audio and videotapes.

Performs investigative liaison with National level law enforcement and security agencies. Performs other incidental and/or related duties as required.

Minimum Qualification																															
1. Position Title: Engineer (Civil) #0525 374CES/CEOER					2. Basic Wage Table, Grade, and LPL: BWT 1-07, LPL-4(3)																										
3. Language Proficiency Level (LPL): 3 by management request																															
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th rowspan="2" style="width: 10%;">LPL</th> <th rowspan="2" style="width: 10%;">TOEIC</th> <th style="width: 10%;">ALCPT(LD)</th> <th style="width: 10%;">ALCPT</th> <th colspan="3" style="width: 20%;">TOEFL</th> <th rowspan="2" style="width: 10%;">CASEC</th> <th rowspan="2" style="width: 10%;">EIKEN</th> </tr> <tr> <th>~8 Feb 16</th> <th>8 Feb 16~</th> <th>PBT</th> <th>CBT</th> <th>iBT</th> </tr> <tr> <td>3</td> <td>730-859</td> <td>76-85</td> <td>90-100</td> <td>550-599</td> <td>210-249</td> <td>80-99</td> <td>870~</td> <td>Rre-1st</td> </tr> </table>									LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN	~8 Feb 16	8 Feb 16~	PBT	CBT	iBT	3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Rre-1st
LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN																							
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT																									
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Rre-1st																							
4. Knowledge, Skills, and Experience: <ul style="list-style-type: none"> At least one year experience in project manager for simple to complex projects involving site studies, design and construction of building, road and/or utility systems. Or knowledge of such demonstrated through university coursework or internships. Knowledge of civil engineering to perform design work for new construction, renovations, improvements, and repair to real property facilities. Skilled in operating computers with office automation software, such as Microsoft Word, Excel, Power Point and Outlook. 																															
5. Education and/or License Requirement: <ul style="list-style-type: none"> Bachelor's degree in civil engineering or a First Class Kouzou Sekkei Kenchikushi. 																															
6. License Requirement: <ul style="list-style-type: none"> Current possession of a Valid Ordinary Driver's License. 																															
Work Schedule: <ul style="list-style-type: none"> Work Hours: 40 hours/ week Workdays: Mon-Fri Work Schedule: 0730-1615 																															
Remarks: <ul style="list-style-type: none"> Basic wage may be considered based on knowledge, skills, and work experience. The duty location / section / work schedule/ employment period may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section. 																															
Main Duties																															
Acts as Activity Management Program (AMP)/Sub-AMP manager for complex assigned AMP/Sub-AMP programs. Conducts performance, preventative maintenance and corrective maintenance analysis, resource optimization and life-cycle requirements planning for the base facilities.																															

Serves as professional civil engineer and performs operations and maintenance (O&M) engineering involving design, construction, maintenance, repair, acquisition, and disposal of facilities/Real Property that encompass the maintenance, repair, upgrade, and operation of the infrastructure facilities, including utility systems, utilizing knowledge of civil engineering.
Integrates and synchronizes operations flight work force in assigned areas including demand maintenance, customer service, Work Request Review Board (WRRB), In-Service Work Program (IWP), BUILDER and other SMS, TRIRIGA data standards & analysis, Interactive Geographic Information System (IGIS) standards and analysis, Industrial Control Systems (ICS) standards & analysis, contract project review integration, contingency planning, and response.
Prepares packages for contracting ensuring projects are biddable, executable, and meet operational requirements.
Provides guidance to junior staff and help train new inbounds on as needed basis. Performs administration for MLC leave, time and attendance records and submitting to the supervisor for approval. Acts as translator for required documents and/or interpreter at meetings.
Keeps abreast of emerging technologies to ensure programmed development will not prematurely become obsolete.

Minimum Qualification

1. Position Title, Number:

**Engineering Technician (Architectural)
#0384
374 CES/CENMP**

2. Basic Wage Table, Grade, and LPL:

BWT 1-06, LPL: 3

4. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870	Pre-1st

5. Knowledge, Skills, and Abilities:

- Experience in performing architectural projects and construction management.
- Experience and/or training in creating architectural designs and documents in electronic format.
- A bachelor's degree in architecture, Architectural Engineering, or related field is desirable.

6. License Requirement:

- Current possession of a valid ordinary vehicle driver's license for vehicle with automatic and manual transmission.

Work Schedule:

- Work Hours: 40 hours / week
- Workdays: Monday - Friday
- Work Schedule: 0730 – 1615

Remarks:

- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Performs program/project management of less complex projects under the direct supervision of Project Execution Team supervisor or lead engineer from conception to construction completion/financial closeout to include project management of, in-house designs, Government of Japan (GoJ) funded projects, other outside design/construction projects, and United States (US) funded design/construction projects affecting US Air Force (USAF) assets under the control of Yokota Air Base.

In conjunction with primary duty of design performs work in the construction management, and programming functions.

Provides technical assistance with functions related to contracts.

Prepares correspondence and maintains project documentation/file.

Keep abreast of emerging technologies to ensure programmed development will prematurely become obsolete.

Minimum Qualification

1. Position Title:
Budget Technician, #0254
374 LRS/LGLOR

2. Basic Wage Table, Grade and LPL:
BWT 1-05, LPL: 3

3. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre-1st

4. Work Experience:

- Basic knowledge and skills of support for planning and directing of financial matters.
- More than one year of work experience in assistance for budget execution and administrative work including efficient formulation of the budget program.
- Ability to collect input regarding funding requirements and review/analyze collected input for adequacy and prepare the initial draft of the future budget Plan.
- Ability to use some kinds of budgetary automated systems, documents and oversee GPC programs.

Work Schedule:

- Work Hours: 40 hours / week
- Work Days: Monday - Friday
- Work Schedule: 0715 – 1600

Remarks:

- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Assists in the planning and directing of all financial matters for the squadron which includes the Operation and Maintenance (O&M) budget, units' flying budgets, War Readiness Material (WRM) budget, Mobility/Chemical Bio budget, Global War on Terrorism (GWOT) budget. Provides assistance/input for the efficient formulation of the budget program. Provides advice, assistance and guidance on budgeting and related information to respective offices based on mission and training changes.

Performs budget execution and administration work. Independently performs tasks involving budget execution by compiling resource data from various financial management reports. Establishes, maintains, and updates expenditures in relation to funding activities. Reviews all reimbursement transactions in the respective systems concerning vehicle rental/maintenance services and deployment expenses incurred by various squadron activities.

Supports TDY orders/vouchers with various types of fund cite, such as cross org etc for Military and US civilian employees. Responsible for overseeing the Government Purchase Card (GPC) program, as the point -of-contact for inquiries and coordination with respective offices for the GPC. Monitors and manages payroll for Local National (LN) employees;

Minimum Qualification

1. Position Title, Job Number:
Commercial Artist, #0046
374 FSS/FSK

2. Pay Plan, Series, Grade, and LD:
BWT 1-05, LPL:2

4. Language Proficiency Level (LPL):2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

5. Knowledge, Skills and Work Experience:

- Work experience in graphic design for advertising purposes.
- Strong skills in Adobe Illustrator and Adobe InDesign.
- Knowledge and skills in Adobe Creative Suite including Photoshop, Acrobat Pro Illustrator.
- Skill in layout, design and graphics for publications such as magazines, flyers, brochures, web site and social media.
- Ability to work quickly and manage multiple graphic design projects at once.

6. Requirements:

- Attach a portfolio of your graphic design work with the application.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: Monday-Friday
- Work Schedule: 7:30 – 16:30

Remarks:

- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing team.

Main Duties

Creates the artwork to include layout, design, graphics for assigned sections of the Horizons magazine. Yokota Support website, and other Force Support Squadron promotional items, including but not limited to posters, flyers, banners, brochures, newsletters, tickets, cards, illustrations, calendars and electronic images. Receives. General guidance from FSS customers and marketing management regarding overall design theme, and choose the most appropriate graphics etc. to communicate with customers; requirements. Monitors printer inventory, orders supplies, maintains records of services provided to customers, and performs work requiring Japanese language/writing.

Provides limited administrative and manpower support at various FSS and Marketing events such as in decorating facilities, taking pictures, serving food, and cleaning up after the event as needed.

Minimum Qualification

1. Position Title, Number, and Organization
Engineering Technician (Electronics), #0310
DOD SPEC Representative Japan

2. Basic Wage Table, Grade, and LPL:
BWT 1-05, LPL: 2

3. Language Proficiency Level (LPL):2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Ability:

- Work experience in the field of electrical or electronics engineering.
- Knowledge to utilize Computer Aided Engineering (CAE) software package.
- Skills in basic clerical work to maintain test data records.
- Ability to create and repair (electronics) equipment.
- Ability to research for estimation of project cost.
- Knowledge and skills in soldering.
- Knowledge of basic metalworking, and materials preferred.
- Desired is experience and knowledge of design and CAD.

5. Physical Requirement:

- Requires heavy lifting (20 kg) and long period of standing.

6. Others:

- Wearing personnel protective equipment and following safety program is required.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: Monday - Friday
- Work Schedule: 700-1545

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Performs work involved in design, fabrication, manufacturing and repairing of variety of component parts and tools for the fabrication or repair of HF, VHF and UHF antennas and Radio Frequency Communication equipment, which is of specific, one of a kind nature and not available through the procurement/supply channels.

Assembles antennas components and parts to a level consistent with customer needs and shipping constraints.

Uses Solid Works CAD programming to create 3D models and shop drawing to be used within ESF.

Performs general administrative work such as writing purchase orders and tracking inventory.

Operates manual and computer-controlled machines.

Minimum Qualification

1. Position Title, Number:
Office Automation Clerk, #0606
374 LRS/LGRF

2. Basic Wage Table and LPL:
BWT 1-04, LPL: 3

3. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-99	870~	Pre-1st

4. Work Experience:

- At least one year of work experience in clerical and administrative duties.
- Skilled in operating computers with a variety of office automation software, such as Microsoft Word, Excel, Outlook, Power Point, etc.to create, produce, retrieve wide range of documents, formats, etc.
- Experience in customer services in any field.
- Ability to create elementary macros and troubleshoot software problems.

Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: Mon - Fri
- Work Schedule: 7:30 – 16:15

Remarks:

- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Prepares a wide variety of recurring and non-recurring correspondence, reports and other documents. Composes non-technical correspondence, such as instructions on office procedures, requests for information. Consolidates and finalizes information from system and files for various reports in accordance with established reporting procedures.

Uses varied functions of office automation software to produce a wide range of documents, formats, etc. Uses word processing software to create, copy edit, store, retrieve, and print forms, memos; uses existing database or spreadsheet software to create, enter, revise, sort or calculate, and retrieve data for reports; and uses graphics software to provide graphs and charts for reports and presentations.

Establishes, updates, and maintains office records of various types. Uses a variety of automated system (e.g., record management, electronic forms/publications library, time and attendance, etc.) and non-automated to perform various clerical duties.

Performs miscellaneous support duties. Prepares documents for TDY orders from Defense Travel System (DTS). Edits, updates, retrieves and establishes personnel data via CRO request.

Receives telephone calls, greets visitors, and ascertains the nature of calls or visits. Maintains supervisor's calendar, scheduling appointments and meetings, including those involving staff from outside the immediate office, in accordance with supervisor's instructions.

Minimum Qualification								
1. Position Title and Number: Radio and Television Maintenance Man # 2353 DMA/SCOI AFN Pacific					2. Basic Wage Table, Grade, and LPL: BWT 2-8, LPL-2			
3. Language Proficiency Level Requirement: LPL-2								
LPL	TOEIC	ALCPT(LD) ~8 Feb 16	ALCPT 8 Feb 16~	TOEFL			CASEC	EIKEN
2	550-729	66-75	75-89	PBT 460-549	CBT 140-209	iBT 50-79	560-869	2nd
4. Knowledge, Skills, and Experience: <ul style="list-style-type: none"> Work experience in computer-based broadcasting equipment maintenance and repair. Skills in conducting computer repair, upgrade, and trouble shooting. Skill to perform clerical duties. 								
5. License Requirement: <ul style="list-style-type: none"> Current possession of Ordinary Vehicle Driver's License. (Not automatic transmission limited) 								
7. Other: <ul style="list-style-type: none"> Graduation from a department such as Information, Electronic or Communication Technology is desirable. 								
Remarks: <ul style="list-style-type: none"> The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section. 								
Work Schedule: <ul style="list-style-type: none"> Work Hours: 40 hours/ week Workdays: Mon-Fri Work Schedule: 0730-1630 								
Main Duties								
Serves as a Broadcast and Telecommunications Specialist for American Forces Network, Pacific (AFNP). Understands AM/FM frequencies, transmitter communications, studio to link (STL), network streaming, knowledge of analog and digital circuits and understanding of drawings, and electronic principles to ensure the integrity and continuity of broadcasting capabilities in accordance with AFNP, Defense Media Activity (DMA), and Japan's technical performance standards.								
Possess a basic understanding of Information Technology to perform computer-based broadcast equipment installation, maintenance/testing, and documentation.								
Confirm the configurations of audio and video media management software utilized to disseminate community command and control and entertainment throughout the region.								

Minimum Qualification 採用基準	
1. Position Title, Number／職種名、職番: Electrician, 電気工 #2094 374 CES/CEOFA (Fire Alarms)	2. Basic Wage Table, Grade／ 基本給表、等級 BWT 2-07 2表7等級
3. Knowledge, Skill and Experience／知識、技能、職務経験： <ul style="list-style-type: none"> Knowledge and skills to maintenance of electrical wiring system and related electrical equipment. 電気配線組織や関連する電気機器の整備・保守を行う知識と技能。 Experience in maintenance of fire alarm systems and protection equipment is desirable. 火災警報システムや防火設備機器の修理経験が望ましい。 Understanding of basic level of English Language is desirable. 基礎レベルの英語を理解出来る事が望ましい。 	
4. License Required／必要免許: <ul style="list-style-type: none"> Current possession of a valid Electrician's License (Denki Koji-shi 2nd Level). 電気工事士2種免許証 Current possession of Ordinary Vehicle Driver's License. (not automatic transmission limited) 普通自動車運転免許（オートマ限定不可） 	
Work schedule : <ul style="list-style-type: none"> Work Hours: 40 hours / week 週40時間 Workdays: Mon - Fri 月～金曜日 Work Schedule: 730-1615 7:30－16:15 	
Remarks: <ul style="list-style-type: none"> The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Flight. 監督者からのリクエストにより、勤務場所・部署・勤務時間が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。 	
Main Duties 主な仕事	
Performs various duties to maintain the Fire Alarm System and Fire Protection equipment installed in the base facilities and housing complexes.	
Uses and maintains various types of hand and/or power tools, such as screwdrivers, pliers, wire cutters, soldering irons, cable pullers, hydraulic benders, and pipe threading machines.	
基地内の各種施設、住宅に設置されている火災警報システムや防火設備の整備に伴う様々な作業を行う。	
ドライバー、ペンチ、ワイヤーカッター、はんだごて、管用ねじ切り等の様々な手工具、電動式工具を使う。 (意訳)	

Minimum Qualification 採用基準	
1. Position Title, Number／職種名、職番: Electrician, 電気工, #2094 374 CES/CEOFE 施設中隊 電気ショップ	2. Basic Wage Table, Grade／ 基本給表、等級 BWT 2-07 2表7等級
3. Knowledge, Skill and Experience／知識、技能、職務経験: <ul style="list-style-type: none"> Knowledge and skills to install, repair and maintenance of various electrical equipment/systems. 電気機器／システムの設置、修理やメンテナンスに関する知識と技能。 Experience in position-related field is desirable. 関連分野の職務経験があれば望ましい。 Understanding of basic level of English Language is desirable. 基礎レベルの英語を理解出来る事が望ましい。 	
4. License Required／必要免許: <ul style="list-style-type: none"> Current possession of a valid Electrician's License (Denki Koji-shi 2nd Level). 電気工事士2種免許証 Current possession of Ordinary Vehicle Driver's License. (Automatic transmission only is not allowed) 普通自動車運転免許（オートマ限定不可） 	
Work schedule : <ul style="list-style-type: none"> Work Hours: 40 hours / week 週40時間 Workdays: Mon - Fri 月～金曜日 Work Schedule: 730-1615 7:30－16:15 	
Remarks: <ul style="list-style-type: none"> The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Flight. 監督者からのリクエストにより、勤務場所・部署・勤務時間が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。 	
Main Duties 主な仕事	
Installs, repairs, and performs scheduled maintenance on various electrical equipment/systems. Performs pre-operational and operational inspections and function checks on newly installed systems and equipment.	
Conducts repair/replacement of lighting systems. Removes and replaces metal halide, high pressure sodium, halogen, incandescent and fluorescent light bulbs, individually or by total re-lamping of a facility.	
さまざまな電気機器／システムの設置、修理、定期メンテナンスを行う。新規に設置されたシステムや機器の動作前検査、動作検査、機能チェックを行う。	
照明システムの修理／交換を行う。メタルハライド、高圧ナトリウム、ハロゲン、白熱灯、蛍光灯を個別に、または施設全体の再点灯によって取り外し、交換する。(意訳)	

Minimum Qualification 採用基準	
1. Position Title, Number／職種名、職番: Refrigeration and Air-Conditioning Mechanic, #2240 冷蔵及び空気調節機械工 374CES/CEL 施設中隊 ハウジングメンテナンス	2. Basic Wage Table, Grade／ 基本給表、等級 BWT 2-07 2表7等級
3. Knowledge, Skills and Experience／知識、技能と職務経験: <ul style="list-style-type: none"> Work experience of facility equipment repair and maintenance such as air conditioning system and/or boiler system is desirable. 空気調節システムまたはボイラー装置などの設備機器の修理や保全を行う職務経験があれば望ましい。 	
4. Required License and Certification／必要免許及び修了証: <ul style="list-style-type: none"> Must be able to obtain Gas Welding Certificate. ガス溶接技能講習修了証を取得できること。 Must be able to obtain High Pressure Gas Class 3 Refrigeration Certificate. 第三種冷凍機器責任者免状（高圧ガス製造保安責任者）を取得できること。 	
Work schedule : <ul style="list-style-type: none"> Work Hours: 40 hours / week 週40時間 Workdays: Mon - Fri 月～金曜日 Work Schedule: 730-1615 7:30 – 16:15 	
Remarks: <ul style="list-style-type: none"> This is a target grade. Selection maybe at BWT 2-6 level as a Refrigeration and A/C Mechanic Advanced Trainee depending on qualification of applicant. こちらは目標レベルの職種です。応募者の経験と資格によって見習いレベル2表6等級冷蔵及び空く調節機械エアドバンスド訓練生として採用されます。 The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section. 監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。 	
Main Duties 主な仕事	
Installs and maintains residential refrigeration and air conditioning systems and refrigerated water cooling units by conducting periodical inspections of equipment to ascertain proper cooling operations.	
Inspects, repairs, and replaces defective parts of boilers, heating, hot water systems and appurtenant equipment; to include repair and replacement of boilers.	

Locates and makes repairs that can be accomplished by removing, cleaning, replacing, packing and sealing defective parts of utility, supply and disposal systems such as dirty traps, sections of broken tile or pipe, and leaky drains using existing routes, openings, hangers, and levels. Checks operation and performs preventive inspections to small parts and sections of existing systems. Maintains records and documents actions.
Exercises safe operation; ensures tools, equipment, parts and supplies are in good working conditions and used properly; reports all unsafe conditions, mishaps to Foreman.
住宅の冷蔵及び空気調節システム装置や水冷装置を設置し定期的なメンテナンスを行う。
ボイラー装置及び付属機器類の検査、修理や欠陥部品の交換、空気処理装置類や付属機器の検査。
既存の経路、開口部、空洞、高さの中で廃水トラップ、タイルやパイプの破損、配管漏れ等の修理箇所を探し、故障部分の除去、掃除、交換、パッキン、密閉作業をする。作動を確認し、部品や該当箇所の予防点検。記録、書類作成を行う。
安全な作業に努める。工具、機器、部品、や補給品の適切な使用、危険な状況等は監督者に報告する。

1. Position Title, Number/職種名、職番: Refrigeration and Air-Conditioning Mechanic - Advanced Trainee, #2223 冷蔵及び空気調節機械工 アドバンス訓練生	2. Basic Wage Table, Grade /基本給表、職番、等級: BWT 2-06, 2 表 6 等級
This is developmental position. The duties performed are identical to the Refrigeration and Air-Conditioning Mechanic, BWT 2-7 level expect that the employee receives more supervision and adequate training. The incumbent works closely with the supervisor in performing the duties of the full performance.	
こちらは研修生としての職種です。職務内容は冷蔵及び空気調節機械工、BWT2-7 と変わりませんが、従業員は適切な監督の下で目標レベルの訓練を受けながら職務を行う事が求められます。	

Minimum Qualification 採用基準	
1. Position Title, Number, Org／職種名、職番、勤務地: Machinist, #2165 機械工 DoD Special Representative Japan 米国国防省在日特別代表部	2. Pay Plan, Series, Grade 基本給表、等級、 BWT 2-7, 2 表 7 等級
3. Knowledge, Skills, and Experience／知識、技能、能力: <ul style="list-style-type: none"> Knowledge in the manufacturing and repair of variety of component parts such as HF/VHF/UHF antenna. HF/VHF/UHF アンテナ等の様々な構成部品の製造及び修理に関わる作業を行う知識。 Skills to operate manually controlled machines and Computer Numeric Control (CNC) Milling and Lathe Machines. 手動制御や CNC(コンピューター数値制御)のミーリングマシンや旋盤機械を操作する技能。 Experience or training using CAD programs including SolidWorks software is desirable. SolidWorksソフトウェアを含むCADプログラム等を扱う経験がある、または訓練を受けている。 Two - three years of work experience as a machinist is desirable. 機械工として2年から3年の職務経験が望ましい。 	
4. Others／その他 <ul style="list-style-type: none"> Work requires heavy lifting and constant standing, and subject to injury to eyes, hands and feet from machines, metal chips, plastic chips, fiberglass, fiber reinforced plastic and abrasive particles; ears from loud noises; skin from exposure to harmful chemicals. 重量物を持ち上げ、絶えず立っていたりする必要があり、機械及び金属片、プラスチック片、ファイバークラス、繊維強化プラスチック、摩損微分子による眼、手、足の負傷、大きな音による耳の負傷、害のある化学薬品による皮膚の負傷等の危険を伴うこともある。 	
Remarks: <ul style="list-style-type: none"> This is a target grade. Selection may be made at BWT 2-7 level depending on qualification of the applicant. こちらは目標レベルの職種です。応募者の技能や経験によっては2表7等級として採用される場合もあります。 	
Minimum Qualification of Advanced Trainee 上級技能見習い工の採用基準	
1. Position Title Number, Org／職種名、職番、勤務地: Machinist – Advanced Trainee, #2223 機械工 – 上級技能見習い工 DoD Special Representative Japan 米国国防省在日特別代表部	2. Pay Plan, Series, Grade 基本給表、等級、 BWT 2-6, 2 表 6 等級

3. Knowledge, Skills, and Experience／知識、技能、能力：

- Basic skills of machining by operating Milling and Lathe Machines.
ミーリングマシンや旋盤機械を使って行う基礎レベルの機械加工の技能。
- Knowledge in the manufacturing and repair of variety of component parts.
様々な構成部品の製造及び修理に関わる作業を行う知識。
- Experience or training using CAD programs including SolidWorks software.
SolidWorksソフトウェアを含むCADプログラム等を扱う経験がある、または訓練を受けている。

4. Others／その他

- Completion of mechanical course in technical school or technical high school is preferred.
技術習得校または工業高校の機械科コース終了が望ましい。
- Work requires heavy lifting and constant standing, and subject to injury to eyes, hands and feet from machines, metal chips, plastic chips, fiberglass, fiber reinforced plastic and abrasive particles; ears from loud noises; skin from exposure to harmful chemicals.
重量物を持ち上げ、絶えず立っていたりする必要があり、機械及び金属片、プラスチック片、ファイバークラス、繊維強化プラスチック、摩損微分子による眼、手、足の負傷、大きな音による耳の負傷、害のある化学薬品による皮膚の負傷等の危険を伴うこともある。

Remarks:

- This position is a developmental position for the target grade of Machinist, BWT 2-7. Selection may be made at trainee level depending on qualification of the applicant. The duties performed are identical to the target level expect that the employee receives more supervision and adequate training. The incumbent works closely with the supervisor in performing the duties of the full performance.
こちらは目標レベルである機械工、2 表 7 等級の為の訓練生としての職種です。応募者の技能や経験によっては訓練生からの採用となる場合もあります。職務内容は目標レベルと変わりませんが、従業員は適切な監督の下で目標レベルの訓練を受けながら職務を行う事が求められます。
- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.
監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。

Work Schedule:

- Work Hours: 40 hours / week
勤務時間：週40時間
- Work Days: Monday-Friday
勤務日：月曜日～金曜日
- Work Schedule: 700-1545
勤務時間：700 - 1545

Main Duties 主な仕事

Perform work involved in the manufacturing and repair of a variety of component parts (which is unique and one of a kind and cannot be procured through supply channels) to support the needs of Engineering Technicians who plans, designs, and creates Radio Frequency Communication Equipment and HF/VHF/UHF antennae.

Operates Computer Numeric Control (CNC) Milling and Lathe Machines.

Assembles various small parts such as guys and ground screen wires.

供給ルートでは調達できない無線周波数通信機器及び HF/VHF/UHF アンテナの様々な構成部品の製造及び修理作業を行う。(意訳)

CNC（コンピュータ数値制御）のミーリングマシン及び旋盤機械を操作する。(意訳)

支線やグラウンドスクリーンワイヤー等の様々な小型部品を組み立てる。(意訳)

Minimum Qualification 採用基準	
1. Position Title, Number／職種名、職番： Boiler Plant Operator, #2049 ボイラー装置操作工 374 CES/CEOIH 施設中隊	2. Basic Wage Table, Grade 基本給表、等級： BWT 2-06 2 表 6 等級
3. Knowledge, Skills, and Abilities／知識、技術、能力： <ul style="list-style-type: none"> Work experience in operating boiler plant or related system is desirable. ボイラー装置及び関連システムを操作する職務経験があれば望ましい。 	
4. License and Certification Requirement／必要資格等： <ul style="list-style-type: none"> Current possession of a Second-Class Boiler License or passes of examination of Second-Class Boiler Operator (Requires the license before employment date). 2 級ボイラー技士免許または 2 級ボイラー技士免許試験合格（採用日までに要免許取得） Current possession of Ordinary Vehicle Driver's License (not automatic transmission limited) is desirable. 普通自動車運転免許（オートマ限定不可）があれば望ましい。 	
Work schedule： <ul style="list-style-type: none"> Work Hours: 160 hours/month (average 40 hours/week) 勤務時間：月160時間(平均週40時間) Workdays: Rotating shift 勤務日：交代勤務制 Work Schedule: Rotation of 3 days of 1800-700, 2 days off, 2 days of 630-1830, 1 day off (10 hours workday twice a month for adjustment) 勤務時間：3日間の1800-0700勤務、2日間休み、2日間の0630-1830勤務、1日休みを繰り返す (ただし月2回10時間勤務により時間調整をする) 	
Remarks: <ul style="list-style-type: none"> The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section. 監督者からの要求により勤務場所・部署・就業計画が変わる可能性があります。ご質問や不明な点がございましたら人事部雇用課までお問い合わせください。 	
Main Duties 主な仕事	
Prepares and maintains various types of oil fired boilers and auxiliary equipment to generate steam; monitors safety controls, regulators, and automatic equipment; makes manual adjustments to correct steam pressure, fuel-air ratio and other operating factors; performs preventive maintenance on tools and equipment; accurately reads gauges and meters and records boiler operating data on operating logs as required; provides status of ongoing operations to Foreman; coordinates with Foreman to accommodate unforeseen emergencies such as boiler failure and emergency repairs.	
Exercises safe operation; ensures tools, equipment, parts and supplies are in good working conditions and used properly; reports all unsafe conditions, mishaps to Foreman. Maintains a clean job environment. Complies with all hazardous waste accumulation and disposal procedures, annual maintenance and inspection, and Lock-Out/Tag-Out programs.	

Assists the Heating Distribution shop performing maintenance on heating and hot water systems.
各種灯油式ボイラー及び補助装置の準備及びメンテナンスを行う;安全制御装置、レギュレーター、自動装置を監視し;蒸気圧、燃料空気混合比、その他を修正するために、手動調整を行い;工具、機器の予防整備をし;ゲージ、メーターを正確に読み取り、必要に応じてボイラー稼動記録をつけ;班長に稼動状況を報告し、ボイラーの故障及び緊急修理等の不測の事態に対応すべく班長と調整をとる。
安全に作業する;工具、機器、部品、補給品が、良好な状態にあり適切に使用されていることを確認し;危険な状況、事故は、すべて班長に報告する。
暖房、給湯システムのメンテナンスを行い、ヒーティングディストリビューション部の手助けをする。 (意訳)
Condition of Employment: 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. 雇用条件: この職種は任務遂行に不可欠なものとして指定されている。緊急時や非常事態において、在日米軍の任務を遂行するために出勤または勤務することが求められる。ただし戦闘活動や動員には適用されません。

Minimum Qualification 採用基準	
1. Position Title, Number/職種名、職番: Carpenter Finish 仕上げ大工, #2057 374CES/CEOHS	2. Basic Wage Table, Grade / 基本給表、等級: BWT 2-06, 2 表 6 等級
3. Knowledge and Experience / 知識と職務経験: <ul style="list-style-type: none"> Experience in carpentry duties to erect new wooden structures and repair existing facility. 木造構造物を組み立てたり修理を行う大工仕事の経験。 	
4. Others / その他: <ul style="list-style-type: none"> Performing duties at heights, exposed to loud noise, dust, heat, sparks from high-temperature welding, fumes, may consist of asbestos containing materials, extreme weather, and early morning work schedule. 高所、大きな音、ほこり、熱、高温溶接の火花、煙や蒸気にさらされたり、石綿が含まれる材料がある可能性もあり、また、厳しい天候での作業や早朝勤務がある。 	
Work schedule : <ul style="list-style-type: none"> Work Hours: 40 hours / week 週40時間 Work Days: Mon - Fri 月～金曜日 Work Schedule: 730-1615 7:30－16:15 	
Remarks: <ul style="list-style-type: none"> The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Flight. 監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。 	
Main Duties / 主な仕事	
Performs major finish carpentry duties and responsibilities requiring precision carpentry skill to include erects new structures and modifies existing facilities as required. Cuts and installs walls, wall board, ceiling tiles, floor tiles and wall tiles.	
Performs minor painting assistance to include prepares surfaces prior to painting interior and exterior structures, road markings and airfield/runway markings.	
Performs minor welding assistance to include lays out work plans using blueprints, sketches and/or other written/verbal instructions.	
Accomplishes safety tasks as follows: Responsible for conducting safe work operations for self, coworkers, customers, and pedestrians.	
新しい構築物を立てたりや現存する施設の修正を行い正確な技術を持つ仕上げ大工の職務とその責任を負う	
内装、外装、道路、滑走路のマークの塗装作業前に表面を整える。錆、泥、古い塗装を機械や手作業で研磨したりワイヤーブラシで削り落とす	
溶接補助業務を行う、図面やスケッチ、文書や口頭の指示などからレイアウトや計画を立てる。規則、巻き尺、矩尺下げ振り、フレーマーズレベルこれらに限らずを使用し現場計測を行う。	
本人、職場の同僚、客、歩行者の安全に責任を負い業務を行う	

Minimum Qualification

1. Position Title, Number:

Cook #2038
374FSS/FSBD-W4 (Route 16)

2. Basic Wage Table, Grade, and LD:
BWT 2-05, LD: 1 (IHA)

3. Language Proficiency Level (LD): 1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Knowledge, Skills, and Abilities:

- Knowledge of overall food service operations in compliance with applicable regulations including kitchen equipment operations and safety of the facility.
- Skill to plan and prepare a wide variety of meals in a timely fashion for customers and for official functions.
- Ability to provide on-the-job training to subordinate cooks.

5. Physical Qualification:

- Ability to frequently lift objects up to 40 pounds (18 kg).

6. Others:

- Requires obtaining Food Handler's Certificate and/or taking Food Handler's Training.

Work Schedule:

- Work Hours: 40 hours / week
- Work Schedule: Shift rotation and off: 2 days/week
- Day Shift: 0600-1500 (Recess 1000-1100)
0800-1700 (Recess 1200-1300)
1000-1900 (Recess 1300-1400)
- Night Shift: 1230-2130 (Recess 1530-1630)

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section

Main Duties

As a senior cook, assists the supervisor in oversight and provide direction in the kitchen.

Responsible for the food preparation of a full range of raw or pre-cooked foods; meats poultry, fish, vegetables, sauces, etc. of the facility. Cooks a variety of foods on the menu in accordance with the provided recipes and for special occasions as requested in a timely manner.

Cleans and/or oversees cleaning of the food preparation area and cooking utensils routinely in accordance with sanitation standards.

Attends customers at the cashier when required.

Condition of Employment:

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.

Minimum Qualification

1. Position Title, Number:
Counter Attendant, #2039
374FSS/FSBE-X2A (Sunrise Bakery)

2. Basic Wage Table, Grade and LD:
BWT 2-03, LD-1 (IHA)

3. Language Degree (LD) Requirement: LD-1

LPL/LD	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Knowledge, Skills, and Abilities:

- Work experience in food service, customer service, or a related field is required.
- Experience operating a cash register and handling cash transactions is desirable.

5. Others

- Requires obtaining Food Handler's Certificate and/or taking Food Handler's Training.

Work Schedule:

- Work Hours: 40 hours / week
- Workdays: Mon - Fri
- Work Schedule 05:30-14:30 (Recess: 13:00-14:00)

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section.

Main Duties

Operates a small cafe and snack bar, preparing and serving a variety of hot and cold beverages (coffee, espressos, teas, smoothies, etc.) made to order snack items (crepes, waffles, ice cream, etc.) and prepackaged food items. Prepare food items like cutting fruits, mixed batters, package and portions items (yogurts, frozen fruits, etc.). Operates blenders, coffee grinders, espresso machine, crepe or waffle makers. Uses various kitchen items.

Cleans and sanitizes work areas, including equipment, dishes, floors, and surfaces. Performs equipment cleaning tasks as needed (e.g., cleaning coffee machines, ice-machine, refrigerators, freezers). Accomplishes trash removal and disposal.

Compiles with all related Public Health instructions.

Operates a cash register, handles transactions, and maintains accurate cash records.

Comply with all training requirements.

Performs other related or incidental duties as assigned.

Condition of Employment:

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.

Minimum Qualification

- | | |
|---|--|
| 1. Position Title:
Waiter/Waitress #2143
374FSS/FSWL (Tama Lodge) | 2. Basic Wage Table, Grade, and LD:
BWT 2-02, LD-1 (IHA) |
|---|--|

4. Language Degree (LD) Requirement: **LD-1**

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

5. Physical Qualification:

- Ability to frequently lifting and carrying objects up to 10 Kilograms.
 (*Must state your capability to carry 10 kg.)

6. Others:

- Customer service experience in any field is preferred.
- Requires obtaining Food Handler's Certificate and/or taking Food Handler's Training.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: 5 Days/ week (Off : Mon and Tue / Tue and Wed)
- Work Schedule: 0630-1515, 0730-1615, 1015-1900,
1200-2045, 1215-2100, 1300-2145 (Recess: 45mins)

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section.

Main Duties

Serves as a waiter/waitress at Tama Hills Golf & Resort providing service requiring rigid standards of efficiency.

Secures clean linen and silverware, depending on the menu and food to be served. Sets assigned tables.

Receives guests and takes orders. Writes guests' orders or enters into food computers and answers routine questions regarding food and beverages.

Collects payments makes change as appropriate for each customer transaction. Operates the cash register to ensure that all sales are recorded. Records individual cash values on individual cashiers' reports.

Performs cleaning duties; wipes woodwork and display counters; sweeps, scrubs, and mops floors. Observes and adheres to safety and sanitation rules and regulations while on duty.

Minimum Qualification

- | | |
|--|---|
| 1. Position Title, Job Number, Organization:
Guard #3001
374 SFS/S3O | 2. Basic Wage Table, Grade, and LPL:
BWT 3-1, LPL:1 |
|--|---|

3. Language Proficiency Level (LPL):1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Education level:

- High School Graduate or local equivalent.

5. License Requirement:

- Current possession of a valid Ordinary Vehicle Driver's License.

6. Physical Qualification:

- Physical health and stamina to accomplish job requirements.

7. Other:

- About eight weeks (maybe more) of initial training will be given.

Work Schedule:

- Work Hours: 40 hours / week
- Work Schedule: Day: 0500-1600 / Mid:1700-0400 (Subject to change)
 Nine months rotational schedule with six months of day shifts followed by three months of midnight shifts.
 *Rotating schedule will be set after completion of an initial 8 weeks training.

Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Static guard at assigned gates with equipment such as pistols, shotguns, carbine (regular duties require qualification with firearm) Taser, nightsticks, OC (Oleoresin Capsicum) spray etc.; controls vehicle and pedestrian traffic of military and civilian personnel entering and leaving USFJ facilities to ensure safety is maintained for USFJ personnel and facilities. Checks gate passes, vehicle passes, ID cards and other authorizations as required to permit entry into the facility. Provides appropriate written and oral reports of encountered incidents to superiors. Guards will have to drive Security Forces vehicles to and from posting locations and Building 210 (Security Forces Building) due to carrying weapons.

Issues visitors' permits after obtaining necessary clearance from individual or organization involved and ascertaining appropriate documents such as driver's license, passport, or vehicle insurance policy from visitors.

Condition of Employment:

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.

Minimum Qualification

- | | |
|---|--|
| 1. Position Title, Number:
Administrative Specialist, #0009
374 FSS/CCQ | 2. Basic Wage Table, Grade, and LPL:
BWT 1-04, LPL-2 |
|---|--|

3. Language Proficiency Level (LPL): 2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	65-89	75-89	460-549	140-209	50-79	550-869	2nd

4. Knowledge, Skills, and Abilities:

- Work experience in clerical and administrative duties and receive telephone calls, greets visitors.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Power Point, Outlook.
- Skills to develop, establish, updates and maintain office procedures, record, and files of various types to ensure information of the office.
- Ability to maintain commander's calendar, coordinates meeting arrangements, schedules meetings and/or conferences internally and for those involving staff outside the immediate office.

Work Schedule:

- Work Hours: 40 hours / week
- Workdays: Monday - Friday
- Work Schedule: 0730 – 1630

Remarks:

- Period of employment: Not to exceed 31 Mar 2026.
- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the LN Staffing Section.

Main Duties

Directly assists the commander in the management administrative support program functions. Administrative programs and serves as the primary source of information.

Prepare a wide variety of recurring and nonrecurring personal and executive correspondence, reports, other documents from information obtained from staff/files/other sources.

Reviews/process incoming and outgoing correspondence, reports, other materials submitted for the commander's signature.

Receives telephone calls, greets visitors, and ascertains the nature of the call/visit.

Maintains commander's calendar, coordinates meeting arrangements, schedules meetings and/or conferences internally and for those involving staff outside the immediate office.

Performs other clerical and administrative work in support of the office/organization.

Uses multiple office automation software with varied functions to produce a wide range of documents that often require complex formatting, such as graphics or tables with text, editing and reformatting electronic drafts, updating or revising existing databases or spreadsheets.

Minimum Qualification

1. Position Title, Number:
Hotel Desk Clerk, #0156
374FSS/FSWL 多摩ロジ

2. Basic Wage Table, Grade, and LD:
BWT 1-03, LD: 2 (IHA)

3. Language Proficiency Level (LPL): 2

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Abilities:

- Experience in customer Service.
- Experience in performing clerical duties and using computers.

5. Physical Qualification:

- Must be able to lift objects weighing up to 30 pounds (13 kg).
- Ability to stand for prolonged period of time.

Work Schedule:

- Work Hours: 40 hours / week
- Work Day: Wed - Sun or Thu - Mon (Off: Mon & Tue or Tue & Wed)
- Work Schedule: Shift Schedule 0600-1500, 0800-1700, 1200-2100, 1500-2400, 2400-0900 (1 hour recess)

Remarks:

- **Period of Limited Term Employment: 30 Apr 2026 (subject to change)**
- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Provides general information on room rates, rules, regulations, maid services, and availability of dining, bar/lounge, retail store, and recreational facilities. Assigns room based on guest preferences, rank, room availability etc.
 Uses the computer to select room assignments, to check room availability and records reservations by inputting all information required to secure reservations.

Minimum Qualification

採用基準

1. Position Title and Number／職種名、職番:
Power Generating Equipment Repairman, #2381
発電装置修理工
374CES/CEOFP 施設中隊

2. Basic Wage Table, Grade
 基本給表、等級:
BWT 2-7 2表7等級

3. Knowledge, Skills, and Abilities ／知識、技術、能力:

- Work experience in maintenance and repairs electrical components such as generators, voltage regulators, governors, starter motors, battery systems, fuel pumps, fuel lines, and oil pumps are desirable.
 発電機、電圧調整器、ガバナー、スターターモーター、バッテリーシステム、燃料ポンプ、燃料ライン、オイルポンプなどの電気部品の保守・修理の実務経験があれば望ましい。
- Ability to performs repair, replacement, and overhaul of power support system components for any related duties.
 電気サポートシステム部品に関連する修理、交換、オーバーホールを行う能力。

4. License and Certification Requirement ／必要資格等:

- Current possession of Ordinary Vehicle Driver's License (Automatic transmission only is not allowed) is desirable.
 普通自動車運転免許(AT 限定不可)を所持していることが望ましい。
- Current possession Class-2 Electrical License is desirable.
 第二種電気工事士免許を所持していることが望ましい。

5. Others ／その他:

- Working at heights, exposure to loud noise, dust, heat, sparks from high temperature welding, chemical fumes, extreme weather (hot/cold/snow/winds), shift and irregular work schedule.
 高所作業、大きな騒音、粉塵、熱、高温溶接による火花、化学ヒューム、極端な天候(暑さ/寒さ/雪/風)、交代勤務、不規則なスケジュール。

Work schedule:

- Work Hours: 40 hours/ week
 勤務時間: 週40時間
- Workdays: Monday-Friday
 勤務日: 月曜日～金曜日
- Work Schedule: 730 – 1615 (Subject to change) 勤務時間: 730 – 1615 (変更される場合がある)
- Work Schedule is subject to change based on CHP Operation. To include but not limited to night shifts, weekends, or holiday shifts.
 勤務スケジュールは CHP の運営状況により変更される場合があります。夜勤、週末、休日勤務を含むがこれに限定されない。

Remarks :

- Period of Limited Term employment: 30 Sep 2025 (subject to change)
 雇用期間: 2025年9月30日迄 (期間は変更になることがあります)
- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.
 監督者からの要求により勤務場所・部署・就業計画が変わる可能性があります。ご質問や不明な点がございましたら人事部雇用課までお問い合わせください。

Main Duties 主な仕事
<p>Installs, inspects, and performs modifications and repairs to electrical power support systems such as electrical power generation systems and power distribution equipment. 発電機や配電設備などの電力支援システムの設置、検査、改造、修理を行う。</p>
<p>Performs scheduled maintenance, inspections, operations on power units utilizing manual, automatic operating procedures, and emergency procedures. マニュアル、自動操作手順、緊急手順を駆使して、動力装置のスケジュール保守、点検、操作を行う。</p>
<p>Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment. 定められた安全規則に従い、安全対策と手順を活用し、安全で清潔な職場環境を維持する。</p>
<p>Performs clean-up duties such as cleaning equipment, sweeping, straightening, and lining up tools and other property in the assigned area such as Lock Out/Tag Out procedures and Fall Protection". ロック・アウト／タグ・アウトの手順や落下保護など、割り当てられたエリアにおいて、機器の清掃、掃き掃除、整頓、工具やその他の所有物の整列などの後片付け業務を行う。</p>
<p>Operates internal combustion engine-driven power generating equipment such as electric power generators, gasoline engine, diesel engines, water and petroleum distribution pumps, air compressors, frequency converters as required. 発電機、ガソリンエンジン、ディーゼルエンジン、水・石油配給ポンプ、エアコンプレッサー、周波数変換器など、内燃エンジン駆動の発電設備を必要に応じて操作する。</p>

Minimum Qualification

- | | |
|---|--|
| 1. Position Title:
MWR Program Aid #0224 (HPT)
 374FSS/FSWP | 2. Basic Wage Table, Grade, and LD:
BWT 1-03, LD-2 (IHA) |
|---|--|

3. Language Proficiency Level (LD): 2

LD	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
2	550-729	66-75	75-89	460-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Experience:
- Experience in customer service.
 - Experience in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc.
 - Ability to provide English/Japanese translation for customers.
5. License and Certification Requirements:
- Current possession of Valid Ordinary Vehicle Driver's License (for vehicle with automatic transmission)
6. Others:
- Required to work other than normal duty hours, which may include evenings, weekends, and / or holidays.

Work Condition and Schedule:

- Work Hours: 32 hours /week
 - Work Days: Shift Schedule, 4-days work/week
 - Day Off: Sunday and 2 weekdays
 - Work Schedule: 0800-1700 or 1200-2100
- * Work schedule (days & hours) may vary based on mission needs

Remarks:

- Hourly Pay Temporary: Not to exceed one year.
- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Provides services at the Community Center's information counter. Assists customers in planning in-country trips by providing information on routes, tickets, transfers, fares, discounts, tolls, and reservations. Provides English /Japanese translation for customers.

Opens and closes facilities following the established procedures and guidelines. Maintains information on monthly schedule of events board kept up to date.

Collects and records fees and charges.

Performs other related or incidental duties as assigned.

Condition of Employment:

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.

Minimum Qualification 採用基準	
1. Position Title, Job Number / 職種名、職番： Animal Caretaker、#2003 (HPT) 動物世話係、2003 番 374FSS/FSWPB	2. Basic Wage Table, Grade / 基本給表、等級： BWT 2-03 2 表 3 等級 (IHA)
3. Knowledge, Skills, and Abilities/知識、技能、能力： <ul style="list-style-type: none"> Experience with grooming dogs. 犬のトリマーとしての経験。 Skills to take care of the animals feeding and watering per instructions. 指示に従って餌、水を与えるなどの動物の世話をする技術。 Knowledge of basic computer operations. 基本的なコンピューター操作の知識。 	
4. Physical Qualification / 身体的要件： <ul style="list-style-type: none"> Must be able to lift and carry items weighing up to 40 pounds (18kg). 40 ポンド(約 18 キロ)までの物や動物を持ち上げたり、運んだりできること。 	
5. Others / その他： <ul style="list-style-type: none"> Have experience and/or knowledge of handling animals. 動物を扱った経験及び、もしくははその知識があること。 Certified professional groomer is preferred. トリマーの資格があることが望ましい。 Must receive vaccination against Tetanus after the employment date. 雇用後、破傷風の予防接種を受ける事が出来ること。 	
Work schedule／勤務時間： <ul style="list-style-type: none"> Work Hours: 32 hours/week 勤務時間：週32時間 Sat, Sun and 2 other weekdays 土曜、日曜および平日の2日間 Work Days: 4 Days per week 勤務日：週4日間勤務 Work Schedule: 勤務時間：08:30-17:15 *Work Schedule may vary スケジュールは変更される場合があります。	
Remarks／その他： <ul style="list-style-type: none"> Hourly Pay Temporary: Not to exceed one year *Subject to change 時給制臨時雇用：雇用開始日から 1 年を超えない期間（変更の可能性有り） The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section. 監督者からの要求により勤務場所・部署・就業計画が変わる可能性があります。ご質問や不明点がございましたら人事部雇用課までお問い合わせください。 	

Main Duties 主な仕事
Provide grooming service – shampoo, hair cutting, nail filling, etc. – to animals as requested by the owner.
Provides care and attention to animals being housed at the Pet Boarding Facility in accordance with established policies, procedures and techniques. Determines the proper amount and type of food to give the respective animals, and ensures to follow established feeding and watering schedules.
Executes various clerical and administrative duties.
飼い主の要望に応じて全身カット、シャンプー、爪切り等を含むグルーミングサービスを提供する。
ペットケアセンターで預かっている動物たちに、定められた方針や手順、技術に従って注意を払いながら世話を行う。個別の動物毎に与えるべき餌の適切な量と種類を決定し、決められた餌やり、水やりのスケジュールに従って世話をする。
その他、割り当てられた様々な事務管理作業を行う。