

If you live in Okinawa prefecture,  
please register when you apply for  
U.S. military bases in Okinawa.



Advance recruitment of  
U.S. military bases in Okinawa



LMO notifies you that  
job information is updated.  
※This notification/offering service is available  
only in Honshu and Kyushu.

Job Information  
E-mail Offering Service

在日米軍従業員求人情報(エルモ)  
@LMO\_recruit  
Post information about jobs and events as  
needed



X(Twitter) account



Management and Wage Administration Division, Labor Department  
Labor Management Organization for USFJ Employees,  
Incorporated Administrative Agency (LMO)

LMO

Search

Recruitment information of the bases in Honshu,  
Kyushu is on the LMO's website.

リサイクル適性(B)

この印刷物は、板紙へ  
リサイクルできます。

2025.03



# USFJ Employment Guide

Contributing to the Security of Japan



Labor Management Organization for USFJ Employees,  
Incorporated Administrative Agency (LMO)





## Introduction

**United States Forces are stationed in Japan  
in accordance with the U.S.-Japan Security Treaty.**

**To support United States Forces, Japan (USFJ) to accomplish its mission,  
USFJ employees are hired by the Government of Japan  
(Ministry of Defense) and furnished to USFJ.**

**Those who work on U.S. military bases in Japan are called USFJ employees.  
They provide various support services,  
including clerical, engineering, and sales work.**

**USFJ is looking for work-ready employees  
who have extensive knowledge and  
experience regarding such support services.**

**We hope this pamphlet will provide useful information  
to those who are looking for employment  
on U.S. military bases in Japan.**

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\* Contents on this pamphlet (name, job, workplace, etc.) are of 30 November, 2024, unless otherwise provided.

## Message from USFJ

- Do you like challenges?
- Do you dream of working overseas?
- Do you want to make contributions to make the world more secure?

If so, then you should consider to be a member of US Forces in Japan (USFJ).

Being an USFJ employee provides the opportunity to enhance your skills; commitment by the Governments of Japan and the United States to provide you with a safe and secure working environment; and compensate you fairly for the work in support of the Alliance between our nations. As an USFJ employee you would be a bridge between nations, a link in the chain that binds our countries' futures together.

Please review this pamphlet of useful information about employment on U.S. military bases in Japan and explore the opportunities that exist within USFJ!

You may become one of many USFJ employees who, over the past 70+ years, have found a career with USFJ to be a worthwhile and satisfying lifetime journey.





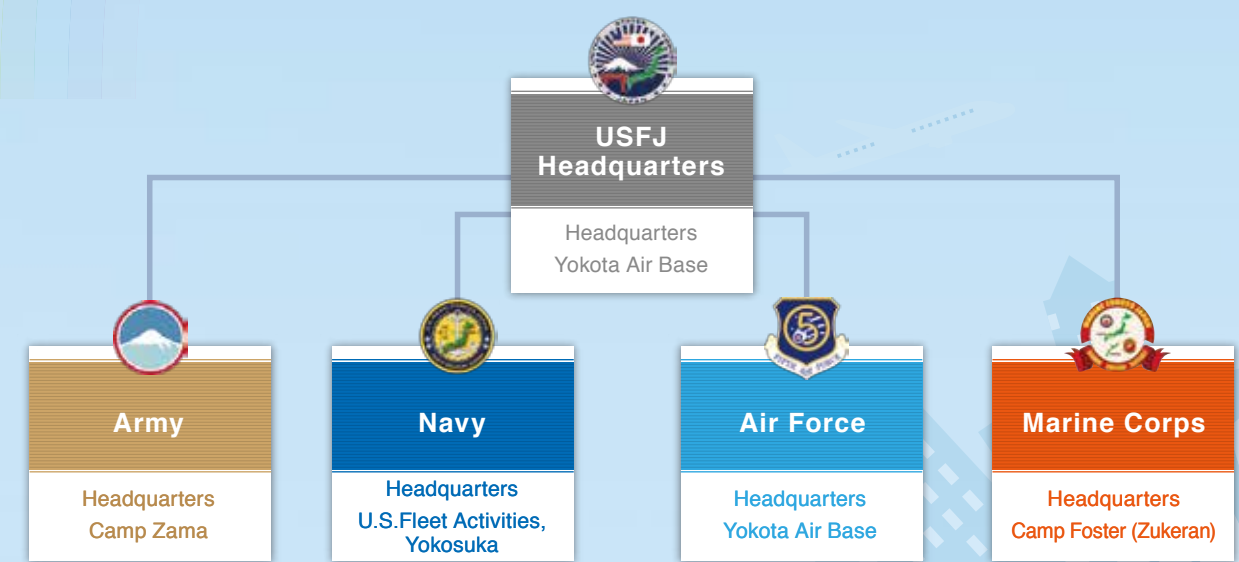
# Status of USFJ Employees

USFJ employees are employed by the Government of Japan (Ministry of Defense) and used by the U.S. Forces in Japan. They are not government officials, although they are employed by the Government of Japan.



# Headquarters of USFJ

USFJ is composed of four major service components. USFJ has its headquarters at Yokota Air Base in Tokyo and conducts its operations from bases of the four service components located from Aomori to Okinawa Prefectures. (See page 5 to 6 for details.)



# Employment System and Job Titles of USFJ Employees

## Employment System and Job Titles

As for hiring USFJ employees, Government of Japan and US Government concluded three labor furnishing contracts. **the Master Labor Contract (MLC)**, **the Mariner's Contract (MC)** and **the Indirect Hire Agreement (IHA)**. There is not a large difference among wages, work hours and leave between Master Labor Contract (MLC) and Indirect Hire Agreement (IHA), though employees of those contracts work in different workplaces. Mariners Contract (MC) is like MLC but working conditions such as working hours, leave and holidays are based on maritime customs of Japanese mariners. On any of labor provision contracts, USFJ employees provide assistance on US bases, expertise, skill and English proficiency are needed depending on their jobs.

Type of Job	Description
Clerical and Engineering Work	Engaged in clerical work such as general affairs management, accounting and interpretation, or engineering work such as construction, civil engineering and machinery.
Skilled and Labor Work	Engaged in skilled work such as machine repair, inspection and operation, or service work such as cleaning, sales and waiting tables.
Security and Fire Fighting	Engaged in security work such as security guards and firefighters.
Medical Work	Engaged in medical work in hospitals or clinics as dental hygienists or medical technicians.
Nursing	Engaged in nursing work in hospitals or clinics as nurses or nursing assistants.

## Introduction of Typical Job Titles

As job titles of USFJ employees are more than 1,300 ranging variously, there are opportunities to be active for each job title.

### MLC

**Technical Information Specialist (BWT1)**

Under general supervision of a military supervisor, performs analysis, evaluation and translation of a variety of technical and scientific information for designated areas.

**Child Development Program Technician (BWT1)**

Serves as a technician solely assigned to a classroom of children with independent responsibility for planning and developing classroom activities in support of the Child Development program.

**MWR Program Coordinator**

Programs and operates indoor and outdoor activities and provide sightseeing tours or seasonal tourist information. Performs clerical duties including calculating expenses, developing plans, and evaluating the plan afterwards.

**Heavy Vehicle Driver (BWT2)**

Operates heavy automotive vehicles such as buses (including school buses), and trucks and semi-trailers, 4-ton or more but less than 10-ton capacity, to transport cargo or passengers.

**Preventive Maintenance Worker (BWT2)**

Performs regular preventive maintenance inspection and repair of buildings and structures.

**Automotive Mechanic (BWT2)**

Performs work involved in the disassembly, overhaul, repair, replacement of parts, adjustment, reassembly, and final operational check of general purpose automotive vehicles, cargo trucks, busses, etc.

**Guard (BWT3)**

Under supervision of a US military or Japanese supervisor, performs any one or more of a variety of guard duties at a USFJ facility either on a regular or rotating duty shift.

**Fire Fighter (Land) (BWT3)**

In fire emergencies, rides on fire truck to scene of fire, to spray water or chemical on the fire.

**Nurse (BWT6)**

Provides professional nursing care for patients receiving treatment in a ward, clinic or emergency room situation. Administers medications and gives treatments as prescribed by a physician.

### IHA

**Cook (BWT2)**

Assists Cook by performing the simpler tasks involved in the cooking of meat, fish, poultry, vegetables, home-made foods, soups, sauces, gravies and related dressings and garnishes in the kitchen of a restaurant on base.

**Sales Clerk (BWT1)**

Displays and sells merchandise in a sales store. Arranges articles on counter. Waits at the counter and receives customers; answers inquiries about the articles and helps customers make selections. Handles bills at the counter.

**Housekeeper (BWT2)**

Performs combination of general custodial work and variety of patron service type work in the recreational lodging facilities or billeting facilities.

\* MC has no job title other than mariner.



# Introduction of USFJ Installations

Asked USFJ employees who work as Public Affairs representative on USFJ installations about the attractive points of each installation.



We can realize difference between American culture and Japanese one through the work on base and US-Japan exchange events.

<https://www.mcasiwakunijp.marines.mil/>  
<https://www.facebook.com/mcasiwakunijp/>

MCAS Iwakuni Air Base Government & External Affairs Office  
Community Relations Specialist

**Mr. Kunikiyo Mitsuhiro**

It is very exciting to work at base since there are many opportunities impossible to experience outside the base ranging from operation of the base, interaction between US and Japan to coordination with Government of Japan and local municipalities. Furthermore, it is so encouraging when your spouse is also a full-time worker that there is enough welfare to support child care and favorable environment to work at US base.



Iwakuni Air Base is like...



"Friendship Day" which has been taking place since 1973 is one of the biggest events of Iwakuni in which over 200,000 visitors participate. Many visitors enjoy exhibition of aircrafts and aerobatics, genuine American hamburgers and pizzas.



Many runners regardless age or gender, participated in various costumes and got a positive feedback at Iwakuni Friendship Relay Marathon.



NAF Atsugi is located over Ayase and Yamato Cities, Kanagawa Prefecture and has the site of 5,000,000㎡ and a runway of 2.4km. It is in charge of important mission for operation of US Navy Japan.

[https://www.cnrc.navy.mil/regions/cnrj/installations/naf\\_atsugi.html](https://www.cnrc.navy.mil/regions/cnrj/installations/naf_atsugi.html)  
<https://www.facebook.com/naf.atsugi>

Naval Air Facility Atsugi, US Navy, Office of the Commander  
Community Relations Specialist

**Ms. Akimoto Nobuko**

My workplace is a Little American town existing in Japan to protect our country based on the US-Japan Alliance. The Commanding and Executive Officers are like a Mayor and a Vice Mayor of this Little American town. I always try to proactively support the Officers in order to enable them to execute their demanding duties without any hitch.



Naval Air Facility Atsugi is like...



Entering the main gate, stands the statue of General MacArthur. Many cherry blossoms are planted around there and are in lovely bloom in spring.

**Annual events on base**

NAF Atsugi and JMSDF Atsugi Air Base Spring Festival (the end of April)  
US-Japan Bon Odori Festival (mid-August)



At the Bon-odori festival held in every summer, the commander beats the drum and the members of the US Military Personnel Women's Association play as Bon-odori dancers to arise the festival.



The big tree on the Friendship square is decorated with a lot of illumination. Many children gather at the switching ceremony and enjoy it very much.



There are some Marine corps bases spotted in Okinawa. Among them, Camp Foster is the most populated base; about 9,000 of military personnel and their families and about 1,600 of USFJ employees are living and working there.

<https://m.facebook.com/campFoster>



Lester Service Office  
Community Relations Specialist

**Ms. Tomimura Hiroko**

I am engaged in liaison and coordination work between Camp Foster and local municipalities. I meet many new people as the base commander, military personnel, and local parties change often upon the end of their tenure. I have a sense of achievement by being pleased by both US side and Japan side as I coordinate volunteer work with the service members.

Camp Foster is like...



Once a year, Appreciation Day for USFJ employees is held at Camp Foster. It is popular among USFJ employees because they can introduce their working environment and co-workers to family and friends who do not usually have a chance to come inside the facilities.

Okinawa Branch Office

Kadena Air Base  
Camp Zukeran (Camp Foster)  
Makiminato Service Area (Camp Kinsler)  
Camp Hansen  
Torii Communication Station  
Kadena Ammunition Storage Area  
Camp Courtney  
Camp Schwab  
Futenma Air Station  
Camp Shields

Kure Annex

Kawakami Ammunition Depot  
Kure Pier No. 6  
Akizuki Ammunition Depot  
Hiro Ammunition Depot

Iwakuni Branch Office

Iwakuni Air Base

Sasebo Branch Office

U.S. Fleet Activities, Sasebo  
Tategami Basin Port Area  
Akasaka POL Depot

Zama Branch Office

Camp Zama  
Atsugi Air Base  
Sagami General Depot  
Sagamihara Dependent Housing Area  
Camp Fuji

Kyotango Branch Office

Kyogamisaki Communication Site

Misawa Branch Office

Misawa Air Base  
Hachinohe POL Depot  
Shariki Communication Site

Yokota Branch Office

Yokota Air Base  
New Sanno U.S. Forces Center  
Akasaka Press Center  
Tama Service Annex

Yokosuka Branch Office

U.S. Fleet Activities, Yokosuka  
Yokohama North Dock  
Ikego Housing Area and Navy Annex  
Azuma Storage Area  
Tsurumi POL Depot

Head office



LMO handles administrative matters such as recruitment, furnishing, labor management, wage, welfare and health of the USFJ employees working at the US military facilities all over Japan.



Camp Zama is located over Zama and Sagami City, Kanagawa Prefecture. Camp Zama is the keystone of US Army in Japan with both Commander, US Army Japan and Commander, US Army Garrison, Japan.

<https://www.usarj.army.mil/>  
[https://twitter.com/USARJ\\_PA0](https://twitter.com/USARJ_PA0)  
<https://www.facebook.com/USARJ>

Headquarters US Army Japan / Public Affairs Office  
Technical Information Specialist

**Mr. Kawada Hideo**

We tour five regional Japan Ground Self-Defense Force (JGSDF) installations and meet with JGSDF public relationship section to coordinate, plan, and implement joint activities. Through US-Japan Joint exercises prepared for emergency, we realize the importance of the US-Japan security alliance. We appreciate cooperation of all parties very much, since Public Affairs Office cannot accomplish its mission without the support of various units.



Camp Zama is like...



Building of Headquarters US Army Japan-So called "Little Pentagon"



During the Sakura Festival held every spring, Military Band plays and enhances the festival.

**Annual events on base**

US-Japan Cherry Blossom Festival (late March or late April)  
Yokosuka Friendship Day (early August)  
Yokosuka Mikoshi Parade (October)  
US-Japan Bon-odori Festival (early or mid-August)  
October Fest (late September or early October)



US Air Force Misawa Air Base is located in Misawa City, Aomori Prefecture about 643km away from Tokyo. Misawa Air Base is mainly used by US Air Force, US Navy, as well as the Japan Air Self-Defense Force.

<https://www.misawa.af.mil>

35 Fighter Wing / Public Affairs Community Relations Specialist

**Mr. Todate Yasuaki**

I serve as a bridge between Misawa Air Base and the local community so that the service members and the residents can build a good relationship.



Misawa Air Base is like...



"Rising Circle" with cherry blossom and the building of the Commander



Hangar



The largest US Naval facility where 13 USS including USS Ronald Regan belonging to U.S. 7th Fleet are stationed. Along with military support, we offer a wide range of life support so that family members of service members can live with comfort.

[https://www.cnrc.navy.mil/regions/cnrj/installations/cfa\\_yokosuka.html](https://www.cnrc.navy.mil/regions/cnrj/installations/cfa_yokosuka.html)  
[https://twitter.com/feact\\_yokosuka](https://twitter.com/feact_yokosuka)

Commander Fleet Activities, Yokosuka  
Military Liaison and Civil Affairs Office

**Mr. Shimizu Yoshihiro**

I have been involved in negotiations with the government and the local municipalities, settlement of the local matters, planning and implementation of the local interaction around Atsugi and Yokosuka for many years.



Yokosuka Naval Base is like...



There remains precious heritage of modernization such as the dry dock built in Meiji through Showa era.

**Annual events on base**

US-Japan Spring Festival (late March or late April)  
Yokosuka Friendship Day (early August)  
Yokosuka Mikoshi Parade (October)  
US-Japan Historical Tour (twice in spring and twice in autumn)



Commander Fleet Activities, Yokosuka  
It uses the building of Yokosuka Chinju-fu period.



Aircraft Carrier USS Ronald Regan sailing into Yokosuka Naval Base leading crew of over 5,000 members.

● You can obtain more information about USFJ installations from LMO website.  
<https://www.lmo.go.jp/recruitment/index3.html>





# Introduction of USFJ Employees

Introducing employees from different professions available at U.S. military bases throughout Japan

## US Marine Corps Camp Foster Counter Attendant

Food Outlet Manager  
AAFES OKINAWA EXCHANGE **Ms. Tomoko Okuma**

**I support to improve the quality of life of the US Marines and their family members while they are stationed on Okinawa**

I am currently working as the Spot Food Court Manager located on Camp Foster (also known as Camp Zukeran). The Spot Food Court consists of Pizza Hut, Subway, Einstein Bros Bagels, and Baskin Robbins which are very popular restaurant chains in the United States and throughout the world. I am also a trainer for Pizza Hut Basic Management Training Program for Okinawa and an instructor/trainer for Servsafe, which is nationally recognized for restaurant sanitation standards. I really enjoy my job, and I mostly enjoy interacting with the US Marine community and seeing the satisfaction of our customers by bringing them a taste of home, since they are so far away from the United States.

I have been working on base for 20 years. I started as an hourly pay temporary sales associate at Camp Foster's Main Store and was hired by the Exchange as a Regular Part Time Counter Attendant at Camp Foster's Burger King and eventually promoted to supervisor then to Concept Manager. I was also Foster's Taco Bell Manager, Kinser's Food Court Manager, and Olympic Food Court Manager.

I have had many advancement opportunities within the Exchange for which I am grateful. I am happy to be part of the Exchange and looking forward to continue serving the military community.



## U.S. Fleet Activities, Yokosuka Fire Protection Inspector

COMMANDER NAVY REGION JAPAN FIRE&EM SVC  
YOKOSUKA OPS DIV **Ms. Miura Kaede**

**Safety is my primary concern as a Fire Inspector**

The Fire Prevention Office conducts on-site inspections for all the buildings and facilities on Yokosuka naval base. Consecutively, we prepare inspection reports and conduct follow-up inspections as needed. In addition, we support fire prevention events on base and off base. Through the FIRE PREVENTION WEEK, we provide Fire Safety Educational Classes, Evacuation Drills and Fire Extinguisher Trainings for base employees, residents, students of educational institution. Sharing our knowledge with the community is one of the attractive points of this job. I feel fine and even more motivated when people express appreciation to us through our daily activities. This job requires us fine judgement, extensive knowledge and interpersonal communication skills. I would like to aim for Fire Prevention Environment to make people safe by helping each other within a community.



## Fire Chief (Shipboard)

COMMANDER NAVY REGION JAPAN FIRE&EM SVC  
YOKOSUKA OPS DIV **Mr. Karagishi Ichiro**

**World-class rescue technology and battleship fire response**

I work for Commander Navy Region Japan, Fire Department as a Fire Chief at Yokosuka Navy Base. I am always aware that I am in a position of responsibility as a supervisor in the daily operations, scheduling, personnel transfers, emergency dispatches, and all other aspects of my subordinate firefighters. In addition to the Yokosuka district, the Kanto region includes the Ikego, Negishi, Atsugi, Sasebo, and Okinawa districts, with 15 fire stations throughout Japan, employing over 400 personnel. The members frequently conduct firefighting and emergency response activities, as well as joint training based on a mutual agreement (an arrangement whereby both parties cooperate in responding to major disasters) with neighboring Japanese city fire departments. Firefighting support to the 7th Fleet is also an important part of our work, and we conduct more than 30 fire response drills per year with destroyers, cruisers, and aircraft carriers of the 7th Fleet, learning from the fire that broke out on the battleship USS Bon Homme Richard in San Diego in July 2020. Those who are unfamiliar with U.S. military bases are often surprised to learn that Japanese nationals serve in the fire brigade at U.S. Navy bases. My supervisor is American, so I have many opportunities to speak English. I am not very good at it, so with the help of those around me, I am motivated to learn English and find my work rewarding every day!



## Kadena Air Base Guard Supervisor

18th SECURITY FORCES SQ **Mr. Miyagi Masatoshi**

**Work to contribute to the local community**

The 18th Air Wing, at Kadena Base (known as a significant location (keystone) in the Pacific), plays an important role in the peacekeeping of the region. I am proud of my work that enables me to contribute to the protection and safety of the base and to the creation of a peaceful environment for the local community along with the military police and the soldiers at Kadena Base. After my experience working at the gate and on patrol, as supervisor of security guards, I am currently in charge of supervising and teaching including the nurturing of dozens of troops. Earlier, I felt motivated to work when I used what I learned through training in practice and when I was thanked by people. But now I truly feel happy to be doing this job when I see junior employees doing their daily work well, enduring rigorous training, and growing daily. In the future too, I would like to nurture many more young troop members through a lot of training and practice; to contribute to the community; and to foster human resources who can play an active role in protecting the peace of the Asia-Pacific region and the world.



## Iwakuni Air Base Welder

MCAS IWA FAC.DEPT. FAC MAINT BR,OFF SM/W **Mr. Watanabe Goro**

**Create a comfortable workplace**

The Welding Plant of the Department of Facilities of the Iwakuni Base conducts welding-related work such as cutting and welding of iron pipes and steel plates; assembling and installing iron doors and rollers; and assembling and repairing pit covers, brackets, frames, and columns. My job (foreman) includes on-site supervision. I create work plans with the aim of ensuring that the work is carried out in a safe and secure manner.

In addition, we receive orders, check drawings and materials, and position suitable staff at the sites. Welding work is the primary duty in the factory. I think welding in which metal is bonded is the same as the characters a person writes, as it has the stamp of the individuality of each person, and it is interesting as one can come to know immediately who has performed the welding task.

When I became a welder, in the world of craftsmanship, the custom was to learn work through observation, but now the welders are young craftsmen and the workplace is a place which young people can easily join because knowledge and skills are taught in a kind and easy-to-understand manner. In the factory, we have a meeting of about five minutes before work every morning, and reinforce our aim of creating a safe workplace without any accidents. The precise goal is to create a safe and comfortable working environment.

\* Foreman is the term used for supervisors engaged in skilled and labor work.



## U.S. Fleet Activities, Sasebo Refrigeration and Air-Conditioning Mechanic

NAVAL FACILITIES ENGINEERING COMMAND FAR EAST **Mr. Kato Masashi**

**Even though the previous job was in a different field, I could rest assured that there is a training system in place**

My main job is to install new air conditioning equipment, refrigeration and refrigeration equipment, repair, and perform preventive maintenance management for all facilities in the Sasebo base. All major buildings in the base are equipped with air-conditioning facilities, and if, by some rare chance, they stop operating, an emergency response is required as soon as possible.

We make full use of advanced technology, good teamwork, and hard work to investigate the cause and to repair quickly. When I get a word of thanks from the customers, it gives me a great sense of satisfaction.

Before I joined the job, I was engaged in work in a completely different field, and I was very anxious about whether I would be able to fulfill my duties. But, since this workplace is equipped with a training system, it was possible for me to acquire the necessary technical training programs and work diligently.

In the future, in addition to acquiring skills, knowledge, and technical qualifications, my main goal is to become one of the important pillars of the workplace as soon as possible, while also acquiring English skills.



## Camp Zama Engineer

JED,PRG&PRJ MGT DIV **Ms. Tomblin Mika**

**I feel a sense of satisfaction when the buildings are completed and handed over to the new occupants**

We are responsible for establishing new construction of facilities on the base, which I am involved in from proposal to completion and handing over of the facilities.

As for new construction, each project takes about ten years to complete. A lot of negotiation and coordination are required to complete a project. I feel a great sense of satisfaction when the building has been finally constructed with a lot of time and effort, and when it is handed over to the new occupants.

Sometimes it is required to have telephone communications with the POCs over the several different time zones and I am still struggling with my English skills.

I would like to improve my English skills and do my best to coordinate in greater detail.







## Janitor

CUSTDIAL SECD, BLDG&STRUCT BR,  
OP&MAINT DIV

**Mr. Akaishi Tatsuhiko**



### Well-cleaned facility provides me a sense of attachment and achievement.

I am engaged in cleaning work to include maintaining the cleanliness, orderliness, and hygiene of the facilities in Camp Zama and Sagamiara Housing Area and providing a comfortable environment for the facility users.

In my assigned area, I clean the floors, the walls, and the ceilings of the buildings, vacuum, wipe glass surfaces, clean the blinds, collect garbage, clean toilets and shower rooms, and replenish supplies and more, and each task is rewarding to me. I feel a great sense of accomplishment and satisfaction when I see the restrooms, hallways, and other areas I clean become cleaner day by day.

I do my best to continue to provide a thorough cleaning service so that more users can feel comfortable using the facilities.



## Forklift Operator

DEFENSE COMMISSARY AGENCY,  
PACIFIC AREA

**Mr. Kurokawa Takeshi**



### We support the comfortable life of people who are stationed here.

I work as a Forklift Operator Foreman B at the U.S. Naval Base Commissary (supermarket) in Yokosuka. I work as a supervisor (foreman) for tasks such as receiving, storing, and shelving of goods.

The job involves the ability to use forklifts, product management, English language skills, and communication skills.

The Commissary store supports the comfortable life of the people who have been assigned to Japan from the United States.

We offer products from the United States including grocery items, sundries, Japanese food items, and we feel good that we are supporting the lives of the people on the base.

Especially in times of disaster such as typhoons and earthquakes, whenever I see customers who are relieved to get water and canned food, I feel how important our work is. There are a lot of excellent people in my workplace, all the employees work hard, and we keep on looking for improvements, and continue to devote ourselves to our work every day.

Together with everyone, I would like to create a store that is one step above and that makes everyone even happier.



## Retail Store Manager

AAFES YOKOTA EXCHANGE

**Ms. Aihara Arisa**



### I want to keep on trying something new and step up by utilizing various US Forces' programs.

The reason why I decided to work at the United States Forces Japan Base was because US military families were very nice to me when I came to the Friendship Festival when I was a kid. I could not communicate at that time. But I started to be interested in different cultures since then, and when I had to make my decision as to what to do with my life, I decided to look for a job on the base.

My first job on the base was as a "Counter Attendant" at the U.S. Naval Air Facility Atsugi for about 3 years. I had great opportunities to work with people from many different countries, cultures and work at special specific Navy events, Navy Ball and Holiday Party.

As I became familiar with my status and position at work, I decided to look for advancement and came across the chance of Retail Shift Manager at AAFES at U.S. Air Force, Yokota Base.

This job entailed a totally different skills. When I started to work here, I struggled every day. Being in a position as a Shift Manager required the skills of time management, priority and communication skills with the team with other responsibilities.

AAFES has various curriculums. I had the opportunity to be selected to attend "Retail Management Academy Program" for 4 months, which broaden my perspectives in many different areas of the operation to help me with being a manager.

It was a great experience for me and I feel that these opportunities come across more inside the U.S. base. I will continue to take challenges to better and grow myself for any chance I have to step up.



## Water Analyst

35CES/CEOIU, Water Analysis Laboratory, Water Systems Maintenance

**Ms. Hashimoto Hiroko**



### Striving for a safe and secure living environment.

I conduct water quality analysis of drinking water and wastewater for Water System Maintenance Section, Misawa Air Base.

At Misawa Air Base, we supply drinking water to the community on-base, using water sources adjacent to the base, such as groundwater and lake water. The process of making the water safe to drink is closely connected to the natural world and is influenced by seasonal weather and the surrounding natural environment. To provide safe drinking water, our daily operations involve adjusting the quantity of water inflow, chemical feeds, etc.

Similarly, with regard to wastewater discharge, we process the wastewater generated from each housing unit and workplace, based on effluent standards, in a manner that does not cause environmental pollution, considering the impact on the natural environment.

At the Water Analysis Laboratory, we conduct water quality analysis by sampling drinking water and wastewater from field sites at each process and check to ensure effective operation.

In water quality analysis duties which require various knowledge and skills, we all work together and make good and smooth coordination and cooperation not only with fellow Water Analysts but also with other workers in the section such as Water Plant Operators, Sewage Disposal Plant Operators, etc., striving for a safe and secure living environment for the community on-base.



## Personnel/Manpower Coordinating Clerk

G-4 Food Services Branch

**Ms. Miyagi Misato**



### Striving to create a harmonious work environment.

I am engaged in duties such as requesting base pass, personnel actions, recordkeeping the work schedule, and administration for Japanese National employees who work under Motor Transport Branch, G-4, Marine Corps in Okinawa.

Our division has branches at Camp Hansen, Camp Foster, and Camp Kinser to which more than 200 Japanese National employees are assigned.

The main roles of Motor Transport Branch are to provide the logistics support such as transporting supplies, equipment, and heavy machinery; vehicle lease service; safe transport support for Marines from base to base; and maintenance and repair of non-combat vehicles. Japanese National employees working this division are highly motivated on daily basis. Because the work involves handling of vehicles, Japanese employees working here are highly motivated on daily basis.

As I am being a clerk, I try to communicate actively with drivers and mechanics, so that the entire workplace can communicate well with each other. This is where I can feel joy and pride of working at the forefront of US-Japan friendship.

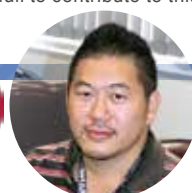
As I have just transferred from other division, I have opportunity to learn new things. I would like to spend every day to the full to contribute to this division with the knowledge that I have acquired through my work experience as well as to improve my own skills at this division.



## IT Specialist

HQ USARJ, Assistant Chief of Staff, G-1

**Mr. Shioiri Takahiro**



### I support the work and life of U.S. Service Members and their families in Japan.

I am engaged in IT support services in the human resources department of the U.S. Army Japan, and my work includes many different duties ranging from how to operate terminals to coping with system failures. In addition, in order to recruit a wide variety of people in the U.S. Army Japan, we also conduct recruitment by utilizing Social Networking Sites (SNS).

We are working to get nationwide recognition for the work of local national employees in the U.S. Army Japan.

Currently, we are in contact with the United States Forces Japan (USFJ) and the Japanese government human relations department, and participate in meetings with them, to coordinate the introduction of employment information for recruiting available on the internet and a recruiting system that utilizes the internet.

Finally we have automated all processes from recruiting information to hiring, to enable faster recruitment of new employees and provide support to the human resources department as IT professionals.

Local national employees support U.S. Service Members and their families in Japan to enable them to work and live comfortably in peace. I find it rewarding when they say, "I am glad I came to Japan. I would like to come back to Japan again.", and I would like to continue to provide higher quality services.



## Dental Hygienist

3D DENTAL BATTALION

**Ms. Kamiuntun Yukari**



### Making the most of my previous work experience.

Patients (primarily military personnel) are required to have a dental checkup once a year and, in accordance with the doctor's instructions, I clean the teeth of about seven to eight people a day.

Before working at the base, I was doing the same job (that of a dental hygienist) in the private sector, and when I returned to work after getting married and having a child, I was recruited as a dental hygienist at the base that I had applied for and started working again. When patients, who were not in a good condition initially, say "thank you" with a smile on their faces upon seeing improvements after several cleanings (after a lot of time and effort have been expended), I feel greatly rewarded.

Anyone who wants to be an employee at the base, who is interested in American culture, and who wants to develop diverse ways of thinking, should definitely take on this challenge.

I am sure one will be able to learn about one's strengths while working.

●You can obtain other job information on LMO website.

<https://www.lmo.go.jp/recruitment/index4.html>





# A Typical Day of an USFJ Employee

Camp Zama One day of total coverage of Mr. Oba, who is active in the Directorate of Public Works  
Introducing one day in the life of an employee who is satisfied both at work and at home.



Camp Zama REAL ESTATE BR,  
MASTER PLANNING DIV  
Facility Planning Specialist

**Mr. Oba Atsushi** (Hired in March, 1996)



## Time for work! Good morning!

At my workplace, Camp Zama, we are allowed to come to work between 7:00 and 9:00, depending on our personal lifestyle. I start working at 7:00. It may seem early, but once you get used to it, it's good for your health without staying up late and you can spend your day more efficiently.

## Attending conference and meeting!

Communication tools including e-mail and social networking service (SNS) have become convenient, but nothing can be better than having face-to-face meetings. In our office, we have specialists in various fields such as architects, construction managers, and environment specialists. We have meeting every day to share information and to make sure we are on the same page.



## Report to supervisor

There is a broad range of issues related to real estate, and reporting to my supervisor is essential. I think it is important to understand the issues appropriately and report them accurately since the U.S. laws and regulations can't be applied as they are. My boss does not speak Japanese, but she listens to what I explain and always understands my intentions.



## Good work for today! Leaving workplace!

Since I arrive at the office at 7:00 a.m., I leave the office at 3:45 p.m. When I get home, I spend my time practicing golf, studying English, having dinner with my children, and helping them with their homework. I think that our workplace offers a good work-life balance, so please apply and join us. I look forward to working with you someday.



## Checking the latest information is my morning routine

I work at the U.S. Army Garrison Japan, Directorate of Public Works, Master Planning Division, Real Estate Branch. Our main job is to acquire, manage and return real estate, and we manage all 15 Army facilities in Japan at Camp Zama. I start my morning by checking my e-mails. E-mails from the U.S. headquarters arrive in the middle of the night, so I check for the latest information and instructions the first in the morning.



## Lunch time! Refresh at the gym!

Most of the U.S. Army's welfare facilities are open to USFJ employees. During my lunch time, I go to the fitness gym or golf range to refresh myself. In my office, we have a dance club and some of my co-workers practice dancing during lunch time.



## Break Time

Sometimes we have laid-back meetings with my co-workers over a cup of coffee, and exchange ideas with my boss. My boss always brings us some American snacks which I appreciate it.



## Enjoying my time playing golf and traveling!

Recently I am addicted to golf. I enjoy playing golf with my co-workers on weekends. I also like to travel, and I travel a lot with my family. Annual leave is granted 20 days a year, so not only me but also other USFJ employees can go traveling.

## Message from Mr. Oba's Supervisor



**General:**  
**With dignity and confidence, sustain Real Estate Operations at a high level through teamwork and effective communication!**

US Army Garrison Japan, Directorate of Public Works (DPW) Chief, Real Estate Branch

**Ms. Doris E. Travier**

I have worked in 4 countries and many different offices throughout my 30 years of government service. This is first opportunity for me to work in Japan. This is the best office and the best team that I have had the privilege to work with. Mr. Oba is my Deputy, his dedication and hard work contributes to Real Estate Branch ability to maintain high standards. His wealth of knowledge and experience enable him to execute tasks are swiftly and with great detail, which makes it possible to meet all requirements. His positive attitude is not only displayed to me, it is also displayed to his teammate and the customers. I do believe that his leadership, professional comradeship, enthusiasm, and devotion strengthen flows to the whole team.

# Specialists' Positions

At USFJ workplaces, specialists who have both skill and English proficiency support the mission.  
Let us listen to three of them about their speciality.

## Engineer

Camp Zama, The U.S. Army Corps of Engineers, Japan District

**Mr. Kokubu Daisuke**

Japan Engineer District offers high-quality, professional and extensive construction and valuable service in Japan and Pacific area in peacetime and wartime as a representative of the Department of Defense.

Regular Wage Model for each Grade of the Engineer

BWT	Grade	Average Monthly Wage (Yen)
1	7	393,149
1	8	419,677
1	9	474,927

- Q1.At present, what kind of work do you do?**  
Designing facilities such as buildings (office, warehouse and airport facilities), road, port facilities and water and sewage in US bases all over Japan. We coordinate and negotiate many different things with the contractor, all military services and the Ministry of Defense from technical point of view regarding opinions of US military servicemembers.
- Q2.What is the thing that makes work worth doing?**  
When the building is built that I have designed on the screen, I feel sense of accomplishment beyond description. I'm proud that I am engaged in duties to build and maintain indispensable facilities and environment for national security amid rapidly changing global circumstances.
- Q3.What kind of certificate or capacity can be helpful?**  
Degree in engineering, certification of class-1 or class-2 architect, Kenchiku Setsubishi or Gijutsushi can be helpful.
- Q4.How much of English proficiency is needed?**  
It is necessary to be able to coordinate and negotiate in English.

## Engineering Technician

Yokota Air Base  
374<sup>th</sup> Civil Engineer Squadron

**Mr. Masuda Shoji**

374<sup>th</sup> Civil Engineer Squadron builds, maintains and repairs airfield and accompanying facilities and infrastructures of Yokota Air Base, which is the hub of airlift in the Western Pacific area.

Regular Wage Model for each Grade of the Engineering Specialist

BWT	Grade	Average Monthly Wage (Yen)
1	5	336,872
1	6	360,588
1	7	395,980

- Q1.At present, what kind of work do you do?**  
Duties of Engineering Division I belong to cover many different things as they are involved in construction of new buildings, partial upgrade, renovation and extensive repair. Though I am an architectural engineer, I am involved in other various areas of work. We elaborate the project with electrical, mechanical and civil engineers together.
- Q2.What are the good parts of your job?**  
When a project is finished and I am given a word of appreciation, I feel this work is worth tackling. In case issues are piling up, I feel as if I were faced with the high mountain, but as we solve them one by one and finally we reach the top of the mountain, I get the sense of achievement through the experience. This experience is very important for engineers to accomplish the mission onward.
- Q3.What resource or skill is needed for work?**  
Along with general architectural knowledge learned in the classroom, on-the-job experience is essential.
- Q4.How much of English proficiency is needed?**  
Ability to read US standards is needed. Moreover, English proficiency is essential to explain to the supervisor and the user and to make proceedings or specifications. Recently, we sometimes hold a telephone conference among several offices, so speaking ability is also needed.

## IT Specialist

Camp FosterDefense Logistics and Supply Agency

**Ms. Azuma Natsuko**

Defense Logistics and Supply Agency offers supply and management of fuel, material and aid, etc.

Regular Wage Model for each Grade of the IT Specialist

BWT	Grade	Average Monthly Wage (Yen)
1	4	312,477
1	5	344,419
1	6	382,412
1	7	403,617

- Q1.At present, what kind of work do you do?**  
I am engaged in various IT-related work such as database system development, programming, maintenance and provision of record and troubleshooting at Management Information System Section at Base Supply, MCAS Supply Division. I enjoy my work very much.
- Q2.What is the thing that makes work worth doing?**  
As I develop and improve in-house system so that our fellow workers can work efficiently and smoothly and am engaged in virtual shopping cart accessible from other office, I feel sense of accomplishment as those systems are utilized and I can help them function. I feel the sense of accomplishment that I have developed what is useful and makes people happy the real pleasure of this duty.
- Q3.What kind of certificate or capacity can be helpful?**  
Both English and Japanese communication skills are important so that I would understand the request of the supervisor and the users and develop a product that meets their needs. Programming skill is also essential. I would like to make a progress step by step with willingness to learn new things so that I can catch up with IT related work which is always evolving and changing.
- Q4.What mood is the workplace like?**  
Our team has a feeling of hospitality among Japanese employees, US civilians and servicemembers. I appreciate that I can work at the workplace with well-prepared environment of all aspects.

\* Summary of Survey on Actual Status of Wages of USFJ Employees 2024  
\* Average monthly wage contains base pay, regional allowance, wide-area transfer allowance, family allowance, commutation allowance and housing allowance.



# Active Female Employees

There are a lot of female employees working enthusiastically at the U.S. bases in Japan. We talked to some female employees.

## It is a workplace wherein one can directly experience American culture

### Administrative Specialist

Camp Zukeran (Camp Foster)  
Civilian Human Resources Office

**Ms. Aya Toyosato**

#### ▶Work History:

Oct. 2023: Housing Inspector (Limited Term)  
Mar. 2024: Administrative Specialist (Permanent)

#### ▶Boss:

U.S. Federal Government Employee

▶Colleagues: 12 US Federal Government Employees,  
34 Japanese Employees



#### 1. What Does Your Current Job Involve?

At the Civilian Human Resources Office for U.S. Marine Corps, I provide secretarial support for the Director and Deputy Director (U.S. Federal Government Employees), along with general administrative duties within the office. My daily tasks include managing the schedules of two supervisors, setting up meetings, and handling various tasks such as document review, drafting letters, answering phone calls and emails, and greeting visitors. I also manage the annual leave records for 45 employees, including both Host Nation employees and U.S. civilian employees, emphasizing clear communication with supervisors and employees. As my role requires processing information quickly, I stay alert and make sure to obtain accurate information in a timely manner.

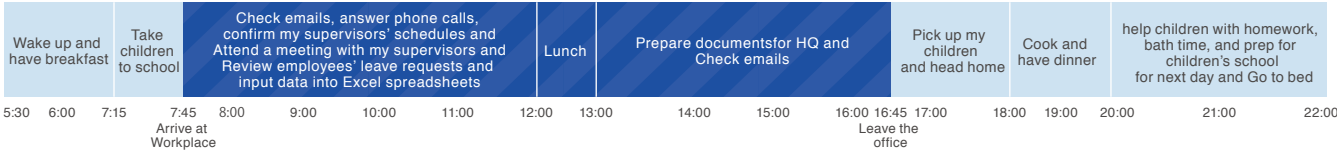
#### 2. What Do You Like About Your Workplace?

Working at a U.S. military installation in Japan offers to engage with people from diverse backgrounds – Americans, Japanese, and military personnel. One of the most attractive aspects of the job is the opportunity to interact with different cultures. I also appreciate the strong sense of teamwork, where everyone actively supports each other. This makes it easier to maintain a healthy work-life balance. The benefits and welfare are especially attractive to parents, making it easy to continue their career while raising children. For example, Child Medical Care Leave or Family Medical Care Leave, allow us to respond to children's illness or sudden school calls without stress. This flexibility in taking leave when needed is incredibly helpful. As I have a caring nature and enjoy being around people, I feel that my personality fits well with the current job and work environment.

#### 3. A Message to Future Employees

If you are looking for a workplace where you can balance work and family life, this is an ideal workplace, especially for women with children. Additionally, while working at the U.S. military installation, you often find it offer plentiful opportunities for training to acquire qualifications or develop your skills that you may need for your career growth. For those who have studied abroad or want to use their English skills, this is the place of work where you can expand your knowledge, advance your career, and enrich your personal life. I encourage you to take the first step and apply!

#### Ms. Toyosato's One-Day Schedule



## An environment that is well equipped for working while raising children.

### Accounting Technician Supervisor

U.S. Fleet Activities, Yokosuka  
U.S. NAVSHIPREP PAC & JAPAN REGNL MAINT CTR,  
YOKOSUKA COMPTROLLER DEPT

**Ms. Tytski Chie**

#### ▶Work History:

Jun. 2007 Clerk (Limited Term)  
Oct. 2007 Clerk (Permanent)  
Apr. 2008 Administrative Specialist (Permanent)  
Apr. 2009 Accounting Technician (Permanent)

#### ▶Boss:

US Federal Government Employee

▶Colleagues: 8 US Federal Government Employees,  
23 Japanese Employees



#### Q1. At present, what kind of work do you do?

We receive the necessary funds from other activities (clients) when we also receive requests for work from other activities. The department manages the funds received and communicates with clients to reconcile funds as needed. I always communicate with my supervisor, and if there is a problem, I discuss it with my supervisor for resolution.

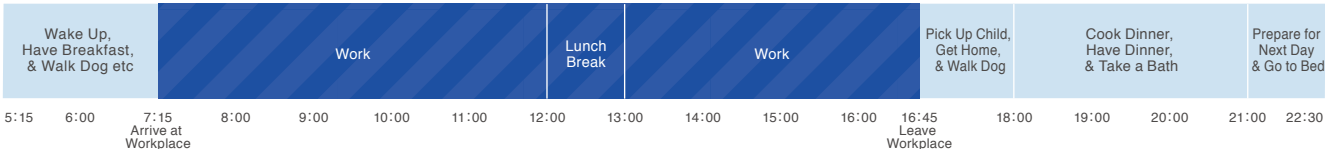
#### Q2. The appeal of the workplace

The constant interaction with other codes in the activity allows me to learn something new every day, which leads to my personal growth. My supervisor understands my childcare needs, and I am able to balance work and childcare by being able to respond to urgent calls from daycare centers and elementary schools.

#### Q3. Advice to individuals aspiring to work at the bases

Annual leave system and child medical care leave are also available, so you can work with peace of mind while raising small children. There are a variety of positions available, so you can pursue the most appropriate career advancement at the right time.

#### Ms. Tytski's One-Day Schedule



## It is an environment in which it is easy even for mothers to work

### Management Analyst

U.S. Fleet Activities, Yokosuka  
COMMANDER NAVY REGION JAPAN -  
MANPOWER OFFICE

**Ms. Yamaguchi Hiroko**



#### ▶Boss:

US Federal Government Employee

#### ▶Colleagues:

2 US Federal Government Employees,  
2 US Service Members, 3 Japanese Employees



#### Q1. At present, what kind of work do you do?

The Department of Personnel of the U.S. Navy Forces Japan/Naval Region Japan manages the personnel data of the employees of the federal government of the U.S. and the Japanese employees and is in charge of clerical work in general. Specific duties include documenting procedures related to personnel such as employment, promotions, job changes, and retirement, managing the status of progress and achievements with respect to the hiring process; creating certificates of commendation and letters for recognition of Continuous Service and Excellent Employee Awards; filing and replying to emails and telephone messages; and dealing with visitors.

#### Q2. The appeal of the workplace

There are many opportunities to interact with a variety of people, including American and Japanese military personnel and supervisors, and we can learn about human relationships in a multicultural and diverse environment. Since there is an extensive range of work, one can expand one's knowledge and work in collaboration with the people involved. When someone expresses their gratitude by saying "Thanks," I feel that I have been of use to others, and therefore feel rewarded.

#### Q3. Advice to individuals aspiring to work at the bases

I got a job at the base because I wanted to utilize my experience working overseas and wished to work in a job where I could utilize English. Even after my marriage and the birth of my child, I have been able to continue working without any worries. This is because of my supervisors and colleagues, who have been very understanding of my personal situation where, aside from the availability of a system of paid vacation, maternity leave, and child-care leave, I may have to suddenly leave early when my child is ill or be absent from work. There are many working mothers, and I think it is an environment in which it is easy to work in spite of changes in the stages of one's life. There are various kinds of occupations available here, and regardless of age or gender, it is possible to move up in one's career or change jobs.

#### Ms. Yamaguchi's One-Day Schedule



## A system to support the work-family life balance

The Ministry of Defense and U.S. Forces Japan are striving to develop a working environment in which employees can balance both work and family

#### ● Pregnancy leave

- ▶ For six weeks prior to childbirth, including the expected date of birth
- ▶ For eight weeks from the day after the day of birth

#### ● Ratio of female employees

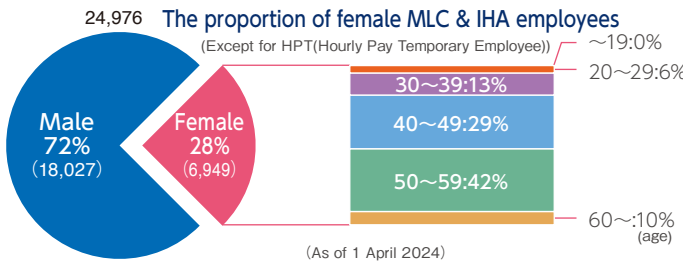
- ▶ About 1/4th of the U.S. Employees in Japan are females
- ▶ Also, the majority of them are in the 30~50-years age group

#### ● Child-care leave

- ▶ Child-care leave
- Child-care leave is available from the day of the child's birth until the day before the child's first birthday (However, under certain conditions, one can extend leave up to the day before the child's second birthday)
- Salary will not be paid during child-care leave (However, under certain conditions, child-care leave benefits may be paid for a maximum of up to two days prior to the child's second birthday)
- ▶ Reduced work hours (Child care leave)
- One can reduce working hours at the from 30 minutes to up to two hours at the start or end of workday, during the period up to one day prior to the child's third birthday.
- ▶ Child medical care leave
- In case one is taking care of children who have not yet enrolled in elementary school and who are sick, it is possible to take child medical care leave for a maximum of 40 hours per year if one has one child or 80 hours per year if one has two or more children.

#### ● Handbook to Support USFJ Employees in Balancing Work and Family Life

This is distributed to employees to help understand the support for a balanced system



● There also are articles introducing active female employees on LMO website.  
<https://www.lmo.go.jp/recruitment/index3.html#activefemale>





# Balancing Work and Family Life

MOD and the USFJ have been making efforts for the employees to balance their work and personal lives. Now we introduce a male employee who acquired Child Care Leave.



USAF Kadena Air Base  
18th Civil Engineer Squadron  
Fire Alarm Dispatcher

Mr. Ota Yasutaka

## At present, what kind of work do you do?

I work as a fire operator. We dispatch necessary emergency vehicles for urgent response to the aircraft taking off and landing from/on Kadena Air Base, firefighting activity on base and emergency incidents of servicemembers and civilians on and off base (including local people on base).

## Balancing work and family life

I took Child Care Leave for 60 days as my 3rd child was born. As I have never taken Child Care Leave before, I could spend valuable time seeing my child grow every day and experiencing difficulty of childrearing and housework. I appreciate that my supervisor approved my leave readily even though we work in shifts. Though we work in shifts and have night duty and the actual work day is long, I feel fulfilled that I have enough holidays and time to spend with my family.

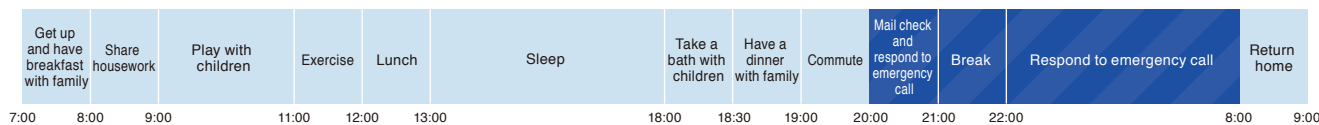
## Advice to who intends to be an USFJ employee

As we often work with US civilians and servicemembers on base, it may be pleasant for those who like to utilize their language proficiency and those who like to be familiar with different culture. Moreover, enhancing one's skill enables one to switch to various jobs, it is worth challenging in this workplace.



Camping with family

## One Shift Schedule (one shift in Night Duty) \* There also is a shift in daytime.



# Hourly Pay Temporary Employment (HPT) System

HPT employees exist as a form of employment only in the IHA and are employed for not to exceed 1 year to do temporary duties or to support permanent employees.

- Leave** Annual Leave, Child Medical Care Leave, etc. is granted.
- Employment Period** The employment period is not to exceed one year. (The total employment period counting from the date of initial hire does not exceed three years.)
- Job Title** Counter Attendant, Cook, Sales Clerk, etc.
- Workplace** Retail stores or food courts at US bases

You can become a permanent employee by making use of the working experiences as HPT!! It is a perfect part-time job opportunity for those studying English in college! You can practice English conversation while working!!

## Comments from HPT Employees



### Counter Attendant (30's)

I enjoy meeting young co-workers while I raise my child.



### Counter Attendant (20's)

I could break through a psychological barrier particular to Japanese people and enhance my communication skill.



### Janitor (60's)

There is a system that recognizes employees 4 times a year and appreciate the accomplishment of us working behind the scenes, I feel worth working.

### Customer Service Clerk (50's)

It is easier to take leave here than in Japanese companies.

### Sign Machine Operator (40's)

It is possible to select work hours flexibly. As there are various job titles on base, if one feels "This job is unsuitable for me," it is possible to shift to another job!

### Sales Checker (60's)

"America in Japan" is to the point! There are active exchanges beyond age, gender and national origins.



### Child Development Program Trainee (40's)

I am pleased to learn American culture and approach the children of native English speakers as I communicate with the children every day. I feel improvement of my English proficiency more than ever!

### Hotel Desk Clerk (20's)

I had difficulties at first as I had little experience in English conversation, but I learned gradually through support from my co-workers. I will do my best to improve myself.



### Counter Attendant (40's)

It is possible to work at favorable work hours for both my family and my own career path.

### Counter Attendant (50's)

Welcoming customers at the friendship festival is one of my favorite duties.

# Career Plans & Career Advancement

There is an internal recruiting system (※) and an internal training system for employees of U.S. Forces Japan. Here, we interview a senior employee who has accumulated work experience using these systems.

\* Internal recruiting: a recruiting system in which only the employees of the U.S. Forces Japan can apply for jobs.

## Q1.Please tell us the reason for working as an employee for the U.S. Forces Japan

When I was at university, I neglected job hunting and was a "freeter" (working part-time jobs), as we were called in the past. I came to learn of Japanese recruitment at Yokota Air Base through an acquaintance and applied for a job at the Kanto Lodge (※1) Hotel

※1 A short-term accommodation facility in Yokota Air Base. Visitors are also allowed to stay here. Used for military business trips or transfers.

## Q2.How did you move from the first job as a Hotel Desk Clerk (IHA) to your current employment in Contracting?

(After being employed at the Kanto Lodge, information about employment within the bases became easily accessible (※2), and when I came to learn of recruitment for the Contracting Section, I applied for it with my colleague. It was the time before the introduction of the Internet or SNS.

※2 Refers to information about job notices posted in Yokota Air Base Personnel Department.(internal recruiting).

## Q3.What kind of job is your current Contracting position?

I am involved in goods and services contract work with respect to requests from all kinds of units at the base. Since these costs are funded by the taxes of the American people, it is necessary to procure the appropriate quality and quantity in accordance with their intended use at a fair price, and, if the amount that has been settled by the sales of each unit or by some of the welfare facilities is exceeded, it is a rule to select the supplier through competitive bidding in accordance with the law.

## Q4.I heard that English is indispensable for your job, but how did you master English?

When I was working at the hotel office, I can say that I learned Basic English conversational skills at work, as my duties included telephone coordination numerous times every day as well as over-the-counter customer service. Moreover, upon moving to the Contracting Section, documents on specifications related to laws and regulations and construction-related materials became my educational resources. The creation of documents also became my primary task.

## Q5.You have accumulated a lot of working experience, but how did you improve your career?

Beginning with the newcomer training program when I first started my job, I was sent for specific training over several years and my skill level improved (※3)

Also, as I was promoted, I acquired certification for being able to execute a fixed amount of the U.S. budget after evaluation, and based on my work experience and examination results, I was selected.

It goes without saying that I received help from my supervisor and colleagues as well as senior employees.

※3 At that time, the management system involved going to multiple training classes conducted at home and abroad to learn practical work in the department. This continued for the initial 1-2 years upon employment.

As for skills related to purchasing, it is essential to pass exams held after the respective training and to obtain a course completion certificate by acquiring credits for areaspecific subjects. In doing so, I could obtain Skill Level 1 and Level 2 certifications.

## Q6.What kind of training did you attend?

We received classroom-style training for approximately one week to one month, which included the fundamentals of procurement practices, laws, accounting fundamentals, price analysis, and contract negotiations.

## Q7.With respect to working at the U.S. military bases in Japan, when do you feel a sense of satisfaction?

Our achievements may be considered to be those goods and services that are enjoyed every day by the troops and organizations that request them. In that sense, I think it is a serious job with not much visibility. I feel rewarded when I can contract and deliver the goods and services requested by each unit by the deadline according to the procedures established by law.

## Q8.Do you use your previous work experience in the current job?

There are many chances to do so. To handle such a wide variety of goods and services, imagination, market research, and coordination of human relationships are also essential.

## Q9.What are the good points of working at the U.S. military bases in Japan?

It involves a short commute because the workplace and my residence are nearby. There are no transfers. I can contribute not only to the convenience of the U.S. military and civilians, but also to the mutual business and employment opportunities between U.S. and Japanese companies that have contracts for receiving orders.

## Q10.Finally, I would like anyone currently thinking of working at the U.S. military bases in Japan to say a few words

You go on to overseas business trip every day! There are various jobs for which you can use not only your English skills, but also your interests and expertise. Please come to Yokota Air Base!!

## Interview

Yokota Air Base 374th CONTRACTING SQ  
Contractor / Negotiator (General)

Mr. Kiyotaka Keisuke

### ▶Work History :

Jan.1992  
Apr.1993  
Nov.1996

Hotel Desk Clerk  
Management Intern  
Purchasing and  
Contract Specialist  
Contract Specialist  
Contractor / Negotiator(General)





# Training Programs

The U.S. military in Japan is primarily looking to recruit those with experience, but there is a system to train inexperienced people at the Yokosuka Naval Base. Here we introduce two systems, the "Apprenticeship Program" to develop ship repair technicians, and the "Engineering and Planning Development Program (EPDP)" to train engineers.



## SRF-JRMC Apprenticeship Program - To Become a Professional Workman through 4-year Program

US Naval Ship Repair Facility Yokosuka and Japan Regional Maintenance Center (SRF-JRMC), has been conducting ship repair for the U.S. Navy 7th Fleet for many years; however, because numerous proficient technicians with excellent skills and expertise have retired since the 1980s, the Apprenticeship Program for trainees has been established. This program, which is modeled on the apprenticeship program conducted in the Navy shipyards in the United States, plays an important role in training Japanese employees to become skilled workmen.

The first term of the Apprenticeship Program to prepare new hires for ship repair workforce dates back to October 1985.

After joining the shipyard and attending the new employee orientation, the trainee will be assigned to a factory, as determined at the time of employment, and will receive basic education for four month in each specialty. After this, employees receive long-term English training which is taught in English only. English classes are conducted by instructors sent from the agency, in accordance with the program offered by the United States Department of Defense (DoD) Language Institute at the Lackland Air Force Base in Texas.

After the English training, students learn skills focusing on practical training under the guidance of instructors and foremen at each workplace. Many students have completed this Apprenticeship Program since the program was implemented and factory managers and foremen from among these graduates are still active in many SRF-JRMC workplaces.



- ▶Application period: Scheduled twice a year (around July and January)
- ▶Eligibility: Ability to understand Japanese language at the level of High school graduate or equivalent
- "SRF-JRMC Apprenticeship Program" has begun at SRF-JRMC Sasebo Detachment since April, 2017. See ▶ <https://www.lmo.go.jp/recruitment/index3.html#srfasebo>



## Engineering and Planning Development Program (EPDP) - To Become an Expert in Technical Support through 4-year OJT

SRF-JRMC is a full-service ship repair facility for US Navy vessels to include complex maintenance, modernization, docking, fly-away, and emergency repair. In order to carry out these duties, SRF-JRMC must maintain a technical workforce with specialized knowledge of ship repair. For this reason, SRF-JRMC has established the Engineering and Planning Development Program (EPDP) to sustain skilled personnel with a longterm perspective.

The purpose of this program is to develop and mentor inexperienced personnel to become fully qualified specialists in four years as a member of Engineering and Planning & Estimating Divisions. Applicants are required to understand general engineering principles and theory from either mechanical, electrical, electronics, structural, or naval architectural fields. An applicant with knowledge of college level engineering is requested for this program.

EPDP consists of a combination of classroom instructions on ship repair technics and theories, on the job training (OJT) at work sites, and English language training provided by SRF-JRMC Language Training Division as part of the curriculum. Off the job training (OFF-JT) may also be provided to acquire certification(s) required for the job.

Although English ability is not required at time of employment, knowledge, skill, work attitude and English ability will be evaluated periodically and the EPDP program is targeted to be completed in four years.

Motivated and enthusiastic individuals are wanted to join SRF-JRMC to accomplish our mission "Keep the SEVENTH Fleet Operationally Ready."



- ▶Application period: Scheduled around March
- ▶Eligibility: Completion of 4-year college/university in any field or one year of clerical, technical or administrative work experience in any field.
- See the movie "Linchpin of Pacific" that introduces SRF-JRMC on ▶<https://www.srf.navy.mil/About-Us/Linchpin-of-the-Pacific/>

YouTube SRF 要

Search



# Employment and Working Conditions

## Limitations on Employment

The labor furnishing contracts concluded between the Government of Japan and the United States Government stipulate that the following persons cannot be hired by the Government of Japan (Minister of Defense) for the USFJ.

Master Labor Contract (MLC) and Mariners Contract (MC)	Indirect Hire Agreement (IHA)
Members of the United States Armed Forces (USFJ) its civilian components or their dependents	United States civilian personnel
People undergoing sentence of imprisonment	
People under 18 years old	
People whose employment is prohibited or restricted by labor legislation	

## Types of Employment

There are two main types of employment for MLC and IHA Permanent and Temporary employees.

Permanent	Trial Period Employees	Workers hired for permanent employment work as Trial Period Employees during the first six months. (The trial period may be extended, shortened or exempted.)
	Permanent Employees	Permanent Employees are hired for an indefinite periods of time after a trial period.
Temporary	Daily Employees	Daily Employees are hired on a daily basis for a period not exceeding one month.
	Limited Term Employees	Limited Term Employees are hired for a period not exceeding four months (the period may be extended once for a period not exceeding two months) or for a period not exceeding two years.
	Post-Retirement Employees	Post-Retirement Employees are hired until they reach the age 65 after they had been employed as permanent employees and were terminated under the Advanced Age provision.
	Hourly Pay Temporary Employees (HPT)	HPTs are employees hired only under the IHA for a period not exceeding one year in order to do temporary work or to assist permanent employees.

\* Trial Period, Permanent, Limited Term, and Post-retirement employees include full-time and part-time employees.  
- Full-time employees work for 40 hours per week. - Part-time employees work for less than 40 hours per week.

## Base Pay

Basic Wage Table and Grade (Grade 1 to 10) are determined for each job title, and unless the job title is changed, the grade will not be changed in principle. The amounts of base pay for typical job titles are as follows.

Basic Wage Table	Clerical and engineering work	Skilled and labor work	Security and firefighting	Medical work	Nursing
Grade	Grades 1 to 10	Grades 1 to 10	Grades 1 to 7	Grades 1 to 5	Grades 1 to 4
Base Pay (for full-time employees)	e.g.) Budget Analyst Step 13 Grade 6 ~ 273,000 yen ~	e.g.) Crane Operator Step 9, Grade 6 ~ 244,600 yen ~	e.g.) Fire Fighter Step 5, Grade 2 ~ 232,600 yen ~	e.g.) Dental Hygienist Step 5, Grade 3 ~ 227,400 yen ~	e.g.) Nurse Step 5, Grade 2 ~ 240,600 yen ~
	e.g.) Secretary Step 1, Grade 4 ~ 230,000 yen ~	e.g.) Counter Attendant Step 5, Grade 3 ~ 206,900 yen ~	e.g.) Guard Step 9, Grade 1 ~ 211,600 yen ~		
Step	The step of base pay usually starts from the minimum step at the time of employment, but increases every year on January 1 as a periodic pay raise.				

\* The amounts of base pay are as of January 1, 2025 and are subject to change.

## Allowances

Allowances are provided to eligible employees in certain condition.

Major allowances	Description
Family Allowance	Family allowances are provided to employees who support their dependents. Spouse: 6,500 yen , Child: 10,000 yen , Dependents other than spouse and child : 6,500 yen per person
Commutation Allowance	Commutation allowances are provided to employees who use transportation services to commute to work (up to 55,000 yen).
Housing Allowance	Housing allowances are provided to employees who rent houses or rooms (up to 28,000 yen).
Regional Allowance	Regional allowances are provided to employees who work in areas with high wage levels in the private sector. Employees working on USFJ bases under the jurisdiction of the Yokota, Yokosuka, and Zama Branch Offices are eligible for this allowance (amount: (base pay + family allowance) x allowance rate (3% to 20%)).
Overtime Pay	Overtime pay is provided to employees who work outside their regular duty time.
Summer and Year-End Allowance	[The amounts of Summer Allowance and Year-End Allowance are those equal to 2.3 months of Base pay, etc. respectively and 4.6 months in total.]
Cold Area Allowance	Cold Area allowances are provided annually, from November until March of the following year, to Trial Period and Permanent Employees who work in cold areas. Employees working on USFJ bases under the jurisdiction of the Misawa Branch Office are eligible for this allowance.
Retirement Allowance	Retirement allowances are provided to Permanent employees when their employment is terminated.

\* The amounts of pay and allowances in the above table are as of January 1, 2025 and are subject to change.  
Some of the allowances may not be available depending on the type or area of employment.  
\* Please refer to P5~6 for LMO branch office that is in charge of each US base.



# Frequently Asked Questions

## Working hours:

The normal working hours are 40 hours per week.  
Part-time employees' working hours are less than 40 hours per week.  
The normal working hours per day do not exceed 8 hours, excluding a recess period.  
\* Some job titles such as guards, firefighters, sales clerks, waiters, and waitresses may be required to work irregular hours.

## Leave:

- Annual leave: 20 days per year (1 day per 30 calendar days during Trial Period)  
- Summer leave: 3 consecutive days  
In addition, the following leave are also granted: sick leave, marriage leave, pregnancy leave, spouse's childbirth leave, child medical care leave, family medical care leave, child-care leave, family-care leave, mourning leave, and Parental Leave.  
\* Some of these leaves may not be granted to employees depending on their types of employment.

## Holidays:

Saturdays and Sundays are designated as "rest day" and the following days are holidays:  
Days other than Saturdays and Sundays may be designated as days off for some employees depending on their types of employment.  
\* [USFJ's holidays are different from Japanese national holidays.](#)

January ~ June		July ~ December	
January 1	New Year's Day	July 4	Independence Day
January 2 and 3		Third Monday of July	Marine Day
Third Monday of January	Martin Luther King Day	First Monday of September	Labor Day
Third Monday of February	Washington's Birthday	Second Monday of October	Columbus Day
Last Monday of May	Memorial Day	November 11	Veterans Day
June 19	Juneteenth	Fourth Thursday of November	Thanksgiving Day
In addition to holidays above, there also is an Employee Birthday Holiday.		December 25	Christmas Day
		December 29 to 31	

\* The holidays above are as of January 1, 2025 and are subject to change.

## Welfare

Various social insurances are available, including health insurance, nursing care insurance, Employee's pension insurance, unemployment insurance, and industrial accident compensation insurance. In addition, the following welfare programs are also available to help USFJ employees lead healthy lives with a sense of security: medical examinations (periodic medical examinations, adult disease preventive health examinations, etc.), workers' property accumulation savings program, calamity benefit, mental health counseling services, etc.  
\* Availability of welfare programs differs depending on the types of employment.

## Education and Training

In order to help employees improve their skills, knowledge, and abilities, the USFJ provides various education and training programs, such as computer courses, office skills improvement courses as well as supervisor training courses. (See column below for education of new members.)

### Education of New Members

We introduce one example of the education of new members in the U.S. Navy's Far East Signal Corps.

U.S. Naval Computer And Telecommunications Station Far East  
Communications Cable Splicer Foreman

Mr. Kosuge Tatsuya

In the U.S. military facilities in the Yokosuka and Yokohama area, we conduct telephone line construction, as well as the installation, management, repair, and maintenance of telecommunications equipment.  
When the system was constructed, the specifications used in the U.S. were taken as the standard, and, because work is also performed in collaboration with U.S. military personnel, it is work that requires not only technical but also language skills.  
Furthermore, there are a variety of duties to be performed because the district we oversee is vast, but we work hard together every day. The work is divided up among three primary teams, and leaders, experts, and apprentice employees are distributed evenly in each team.  
If one becomes an expert, there is also work that one can perform alone; however, since there is always an expert associated with an apprentice, one can work without any worries.  
Due to the fact that communication cables made in the U.S. differ from the Japanese standard, there a lot of things that even those with communication experience do not know, so it is important to first learn how to perform the work when assisting leaders. It takes approximately five years to become independent.



## Q1. What level of English proficiency is required to be applied?

A1. The level of English proficiency required is different for each job, but with respect to working at the USFJ installations, if one is fluent in English, one will be able to apply for a job.  
However, because there are also jobs that do not require English skills, please check the information for each job on the LMO mainland home page.

## Q2.Please explain application document.

A2. Required documents for application differ according to the service and job title you apply.  
Be sure to see by accessing "note" on details of recruitment information page.  
Also, designated form such as r sum , etc. can be downloaded from LMO website.

## Q3. Is it possible for anyone other than Japanese nationals to apply?

A3. For Master Labor Contract and Mariner's Contract, no specific nationality is required as long as one is not a member of the United States armed forces, a civilian, or their family member.  
In Indirect Hire Agreement, no specific nationality is required as long as one does not have United States citizenship (includin dual nationality).  
Also, people who are not Japanese nationals need a work permit.

## Q4. Are there any transfers?

A4. In principle, as long as the individual does not wish to do so, there are no transfers.




## Q5. Currently, do you recruit [    ] job in Honshu and Kyushu?

A5. Every time the U.S. military requests personnel it is posted on the LMO home page, and applications are accepted. It is possible to search and confirm using relevant words such as [recruitment information] → [table of information on recruitment of employees for the U.S. military in Japan (Honshu and Kyushu bases)] → [Go to table of registration information] → [recruitment and application information table screen] → use [    ] as the keyword.

●Other FAQs are posted on LMO website.

# Recruitment Information

Recruitment information is available at the following LMO branch offices:

LMO branch office	Recruitment period	Application acceptance
Misawa Branch Yokota Branch Yokosuka Branch Zama Branch Kyotango Branch Iwakuni Branch Sasebo Branch	Application is accepted to fill vacancies, etc., as needed Check recruitment information on LMO's official website.	- LMO's official website <a href="https://www.lmo.go.jp/recruitment/index.html">https://www.lmo.go.jp/recruitment/index.html</a> 
	If you register on Job Information E-mail Offering Service, you will receive e-mail notice when your desired job information is updated.	- Job Information E-mail Offering Service <a href="https://www.lmo.go.jp/recruitment/index.html#mailservice">https://www.lmo.go.jp/recruitment/index.html#mailservice</a> 
Okinawa Branch * Advance recruitment	1 Application is accepted 24 hours a day on LMO's official website. 2 Application is accepted every day except Saturdays, Sundays, Japanese national holidays, and the period from December 29 until January 3 of the following year at the Okinawa Branch contact desk.	- LMO's official website <a href="https://www.lmo.go.jp/recruitment/index2.html">https://www.lmo.go.jp/recruitment/index2.html</a> - Okinawa Branch contact desk (See P.22 about the contact desk.) 

\* Advance recruitment is a system for recruiting those willing to work on U.S. military bases in Okinawa by having them register in advance. Whenever the USFJ places a request for personnel, candidates are chosen from among the registrants and are then interviewed for the open position.

## X(Twitter) Account

Post information about jobs and events as needed  
在日米軍従業員求人情報(エルモ)@LMO\_recruit  
[https://twitter.com/LMO\\_recruit](https://twitter.com/LMO_recruit)



Fleet Activities, Yokosuka (U.S. Navy Japan)  
Recruitment information : Website:  
<https://cnrj.cnmc.navy.mil/Operations-and-Management/Human-Resources/MLC-IHA-HPT-Jobs/>



## Recruitment Service by the USFJ (reference information)

Camp Zama (U.S. Army Japan)  
Recruitment information : Website  
<https://www.usarj.army.mil/gojjobs/>

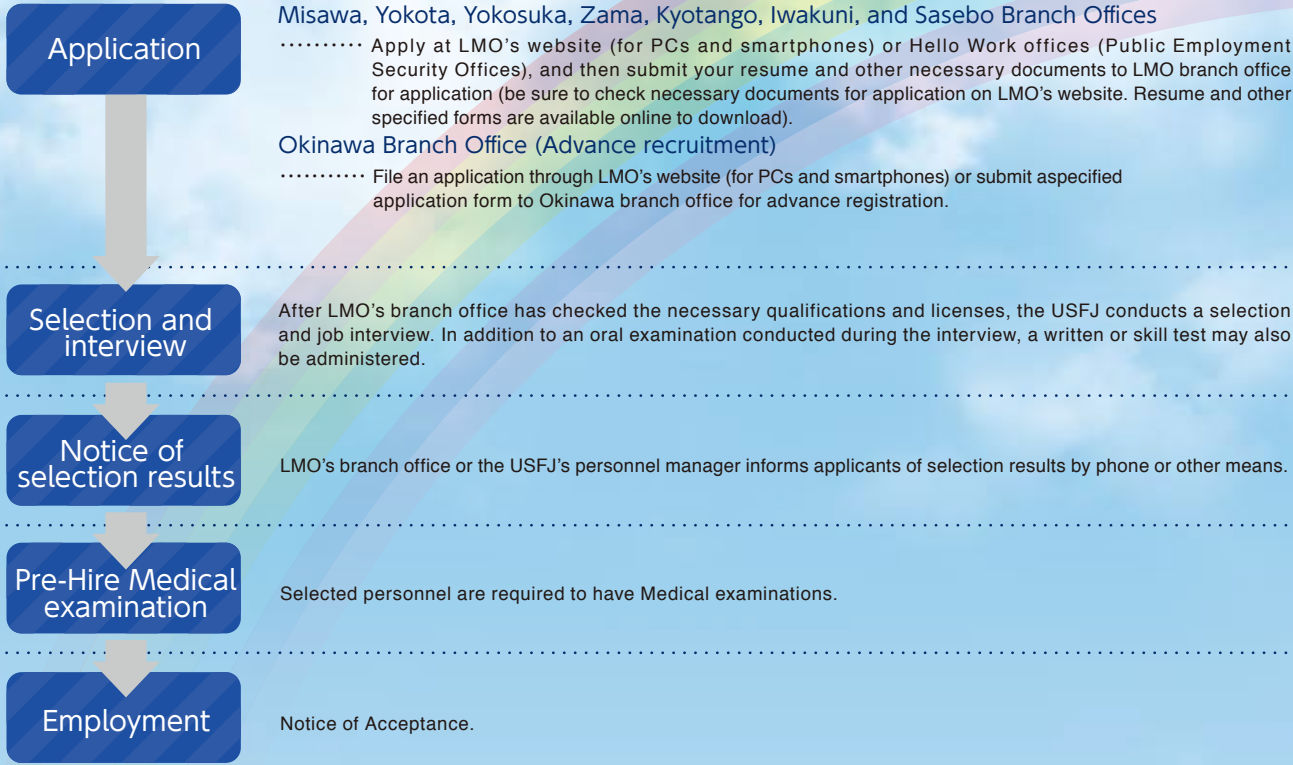


Yokota Air Base (U.S. Forces Japan)  
Recruitment information : Website  
<https://yokotafss.com/naf-human-resources/>





Process from Application to Employment



LMO's Website (Recruitment Information)

From PCs or smartphones

1 Homepage

Access the homepage and click on "Recruitment Information."

2 Recruitment information screen

Click on "Recruitment information List" or "For smartphone users."

3 Recruitment information homepage

A similar screen is displayed on smartphones.

4 Recruitment information list screen (other than Okinawa Prefecture)

Click on "Detailed information" about items you are interested in.

5 Detailed information screen

After reading the detailed information, click on "Application form."

LMO's official website  
<https://www.lmo.go.jp>

\* Documents directly accepted by the USFJ are not displayed.

Reference Data: Number of USFJ Employees (As of January 2025)(Person)

Municipality	Number of Employees	Municipality	Number of Employees
Aomori	1,372	Kyoto	9
Saitama	4	Hiroshima	363
Tokyo	2,589	Yamaguchi	1,568
Kanagawa	8,998	Nagasaki	1,793
Shizuoka	178	Okinawa	8,910
		Total	25,784

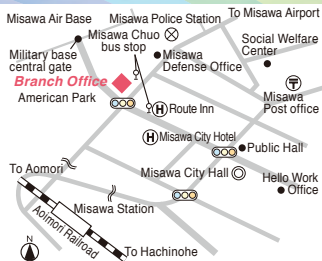
4,388 employees (MLC 3,135, IHA 1,252, MC1) were newly hired in JFY2023.

Locations of LMO Headquarters and Branch Offices

Locations of LMO Headquarters and Branch Offices

Misawa Branch Office

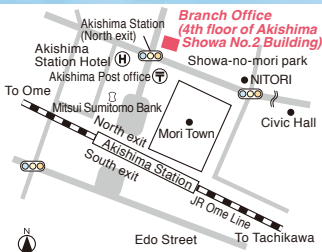
1-1-25 Hirahata, Misawa City,  
Aomori 033-0012  
Tel:0176-53-4165  
Fax:0176-52-3033



[Access]  
Use Misawa City Community Bus (MiBus) Veedol West Line (Destination: City Hospital) from Misawa Station and get off at Misawa Central Bus Stop (approximately 10 minutes ride)

Yokota Branch Office

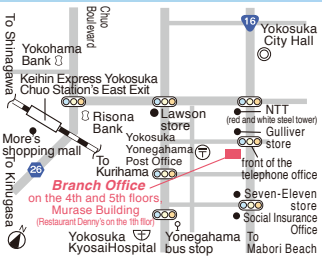
Akishima Showa Building  
No. 24F, 2-4-4 Daikanyama,  
Akishima City, Tokyo 196-0005  
Tel:042-542-7663  
Fax:042-542-7667



[Access]  
- Approximately 3-minute walk from JR Akishima Station north exit

Yokosuka Branch Office

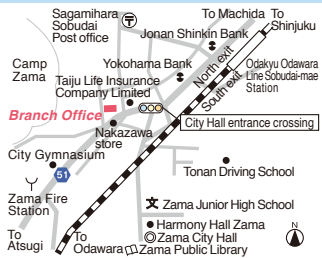
Murase Building, 1-6  
Yonegahama-dori, Yokosuka City,  
Kanagawa 238-0011  
Tel:046-828-6959  
Fax:046-828-6936



[Access]  
- Approximately 10-minute walk from Keihin Express Yokosuka Chuo Station  
- Take Keihin Express bus No.3 from the bus stop in front of Yokosuka Station for Yasura-nichome, Horinouchi, Kannonzaki or Boei Daigakko (National Defense Academy of Japan) (approximately 8 minutes), get off at the Yonegahama bus stop, and walk approximately 3 minutes

Zama Branch Office

1-46-1 Sobudai, Zama City,  
Kanagawa 252-0011  
Tel:046-251-0667  
Fax:046-251-0614



[Access]  
- Approximately 5-minute walk from Odakyu Odawara Line Sobudai-mae Station

Kyotango Branch Office

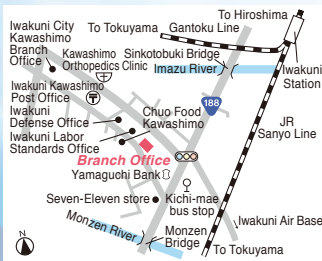
MIC Building 1F, 1975 Suki,  
Omiya-cho, Kyotango City,  
Kyoto 629-2503  
Tel:0772-68-0920  
Fax:0772-68-0921



[Access]  
- Approximately 20-minute walk from Kyoto Tango railway Miyatoyo Line Kyotango Omiya Station

Iwakuni Branch Office

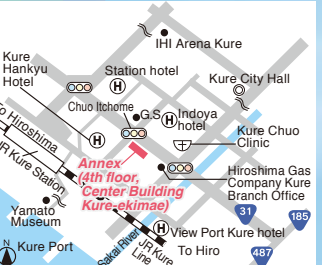
2-15-35 Nakazu-machi,  
Iwakuni City, Yamaguchi  
740-0027  
Tel:0827-21-1271  
Fax:0827-21-1273



[Access]  
- Take an Iwakuni Shiohaze Park Line bus (for Shiohaze Park) from JR Iwakuni Station, get off at the Kichi-mae bus stop (approximately 5 minutes), and walk for approximately 1 minute.

Iwakuni Branch Office Kure Annex

Center Building Kure-ekimae,  
1-6-9 Chuo, Kure City,  
Hiroshima 737-0051  
Tel:0823-32-7087  
Fax:0823-25-2008



[Access]  
- Approximately 2-minute walk from JR Kure Station

Sasebo Branch Office

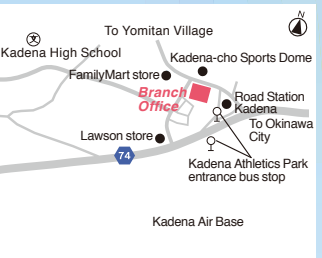
3-1 Hirase-cho, Sasebo City,  
Nagasaki 857-0056  
Tel:0956-23-7191  
Fax:0956-23-9229



[Access]  
- 1 km west from JR Sasebo Station Minato exit toward the Sasebo Naval Base (approximately 15-minute walk)

Okinawa Branch Office

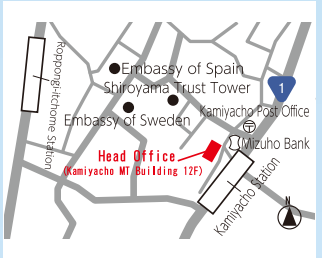
1058-1 Aza-Yara, Kadena-cho,  
Nakagami-gun, Okinawa 904-0202  
Tel:098-921-5532  
Fax:098-921-5528



[Access]  
- Take bus No.20,28,29 or120 from the Naha bus terminal and get off at the Kadena bus stop and take bus No.62 (approximately 90 minutes in total), get off at the Kadena-cho Undo Park entrance bus stop, and walk for approximately 5 minutes.

LMO's Head Office

Kamiyacho MT Building 12F,  
4-3-20 Toranomon, Minato City,  
Tokyo 105-0001  
Tel:03-5422-1990  
Fax:03-3438-2567



[Access]  
- Directly connected to Kamiyacho Station on the Tokyo Metro Hibiya Line.  
- Approximately 8-minute walk from Roppongi-itchome Station on the Tokyo Metro Namboku Line Izumi Garden Exit.  
- Approximately 9-minute walk from Onarimon Station on the Toei Mita Line Exit A5.