

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.

CONTENTS

Introduction	01
Message from USFJ	02
Status of USFJ Employees / Headquarters of USFJ	03
Employment System and Job Titles of USFJ Employees	04
Introduction of USFJ Installations	05
Introduction of USFJ Employees	07
A Typical Day of an USFJ Employee	11
Specialists' Positions	12
Active Female Employees	13
Balancing Work and Family Life / Hourly Pay Temporary Employment (HPT) System	15
Career Plans & Career Advancement	16
Training Programs	17
Employment and Working Conditions	18
Frequently Asked Questions / Recruitment Information	20
Process from Application to Employment	21
Locations of LMO Headquarters and Branch Offices	22

* Contents on this pamphlet (name, job, workplace, etc. are of 30 November, 2019, unless otherwise provided.