

# 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**

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

The task of job classification includes setting up new job positions, going to the site of each unit, making a comparison of the content of the job description (job definitions) and the actual content of the duties (task list). In order to check whether the work content is commensurate with the job, interviews are conducted with supervisors or employees themselves; if necessary, suggestions, instructions, review of job contents, and guidance related to changes in duties are provided. Apart from the duties, I need to be careful about is to explain fully the purpose of the desk audit to the employees and to listen to the voices of the people on the site.

### Q2. The appeal of the workplace

Currently, I have two children and I have taken child-care leave twice. When I consulted my supervisor regarding child-care leave, I was granted leave twice and was gladly welcomed back when I returned to work.

In addition, even when my children fall ill, I could get child medical care leave to care for them and I think that the child-care system is quite beneficial. Regarding training, it is conducted at the workplace such as writing reports in English which can help me improve my language skills. Another fascinating aspect of my job involves the opportunity to get a first-hand experience of American culture through seasonal events (including Halloween, Thanksgiving, and Christmas).

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

There are various avenues to obtain the English qualification or qualifications relevant to the job one aspires to be in. Service and benefit programs are also well-established and it is an attractive workplace where it is easy for women to work.

**Classification and Wage Technician**

**Ms. Kiyono Miyagi**

Camp Zukeran (Camp Foster)  
Civilian Human Resources Office



▶ Work History:  
Jun. 2012 Housing Inspector (Limited Term)  
Nov. 2012 Employee Services Administrator (Limited Term)  
Aug. 2013 Administrative Specialist (Permanent)  
Apr. 2014 Classification and Wage Technician (Permanent)

▶ Boss: Japanese Employee  
▶ Colleagues: 12 US Federal Government Employees,  
31 Japanese Employees



Ms. Miyagi's One-Day Schedule

Get up, breakfast, & take children to daycare	Check email	Job analysis, site visits, & respond to inquiries	Lunch Break	Job analysis, site visits, & respond to inquiries	Pick up children & go home	Prepare dinner & have dinner
5:30	7:30	8:00	9:00	10:00	11:00	12:00
13:00	14:00	15:00	16:00	16:30	17:00	18:00
Arrive at Workplace		Leave Workplace				



**Accounting Technician Supervisor**

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

▶ 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

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

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

I work with three other members (two women and one man) as a supervisor in the Accounts Section of the Finance Department in SRF-JRMC.

Teamwork is important and we always support each other. We mainly check the purchase of materials required to repair United States Navy ships or the contract documents once a contract is made and calculate and revise the amount if required.

### Q2. The appeal of the workplace

There is an effective leave system in place.

When my child is sick, I can make use of child medical care leave, and even when I am suddenly called by the daycare center, I can use annual leave and return home. In addition, there is a lot of help available from my American supervisor at my current workplace and co-workers who understand the challenges of parenting.

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

Working as an employee at a base of United States Forces Japan offers one an environment that is well equipped for working while raising children.

I recommend it for people who want to work full-time while also raising children.



Ms. Tylski's One-Day Schedule

Wake Up, Have Breakfast, & Walk Dog etc	Work	Lunch Break	Work	Pick Up Child, Get Home, & Walk Dog	Cook Dinner, Have Dinner, & Take a Bath	Prepare for Next Day & Go to Bed
5:15	6:00	7:15	8:00	9:00	10:00	11:00
12:00	13:00	14:00	15:00	16:00	16:45	18:00
Arrive at Workplace		Leave Workplace				