



A Typical Day of an USFJ Employee

Camp Zama One day of total coverage of Mr. Niimoto, who is active in the United States Forces Japan
Introducing one day in the life of an employee who is satisfied both at work and at home.



Camp Zama
HQ USARJ, G1, JESO
Personnel Specialist

Mr. Niimoto Kei
(Hired in July, 2002)



Report to Work Good Morning

There are 21 staff members employed at the Japanese Employment Services Office at Camp Zama, including the Kure branch.

First, I check the schedule for the day and, if necessary, I coordinate and receive any turn-over guidance from the personnel in charge.

Sometimes individual consultations and training are also provided.

I also check if there are any documents that are incomplete and do consultation work related to personnel relations of employees and supervisors. Sometimes, I also have to go on stage as a lecturer. Since there are lectures in English as well, I strive to communicate in an easy-to-understand manner.



Final check of documents Final check before they are issued to the employees

The unit conducts a final check of the documents through the processing section of the Japanese Employment Services Office.

Because there are dozens of processes requested for personnel affairs in any one day, it is very time-consuming depending on the matter; however, I ensure that no documentation is incomplete. If the documents are not complete and the summaries are not done properly, I have to make suggestions and provide guidelines.



Clocking out / Thank you for your hard work

After returning home, I make dinner with my children, check their homework, and spend my downtime enjoying my hobby, which is reading. I am occasionally required to work overtime, but it is very rare, and I finish my work and leave the office at the stipulated time.



Consultation tasks Attend conferences and meetings

In the morning, I spend most of my time in conferences and meetings related to labor or employment.

It is a very important time of the day and I cannot take it easy as it may influence the salary of the employees and recommendations, such as proper measures that need to be taken vis-à-vis employees who have committed violations, are discussed.

The Civilian Personnel Advisory Center is responsible for the personnel work of about 3000 locally recruited employees and recommendations are made to employees and supervisors in line with the regulations, with a great sense of responsibility.

At lunch time / lunch break I sweat it out doing sports

The cherished break time! Since, in this workplace, the upper management advises us to become fully engaged both the on and off-duty hours, I can spend my lunch break time as I wish.

It is possible to use the gym that is equipped with great facilities and there are clubs for practicing soccer as well. There is also a restaurant at the base where I can spend some time relaxing and preparing myself for the afternoon.



Decisions are made after understanding the conditions of reporting to the supervisor

Providing explanations to the supervisor is an indispensable task, especially when it comes to labor issues.

Reports are made to the supervisor without exception, regarding the kinds of problems that have occurred, the current status, the influence on organizational personnel, and whether things are being done in accordance with the regulations. Reports are made to the supervisor in a manner that facilitates the understanding of each and every case.



Message from Mr. Niimoto's Supervisor



HQ US Army Japan, G-1, Contracting Officer's Representative

Ms. Pamela J. Jackson

He is customer-oriented, not only for the customers, but also for his staff.

He is energetic with an attitude to learn from others to improve customer service and develop excellence in the organization. He takes the initiative in every situation, taking effort to consider what he can and should do himself.

I can rely on him to get the mission done with empathy and imagination, which are important in human resources (HR) work, and I can assign him complex tasks without hesitation. I try to give him challenging HR assignments to train him and develop him as a good leader.

General:

Conduct HR operations as a third party, neutral agent with empathy, dignity, and confidence!

The Japanese Employment and Services Office manages more than 3000 local national employees in the Honshu Area. I am coaching my staff to provide on-time advice and recommendations to supervisors and managers regarding any HR matter, including employment, classification, labor issues, and employee education. Our goal is to keep the environment friendly and fair.