



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



► 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

Classification and Wage Technician

Camp Zukeran (Camp Foster)
Civilian Human Resources Office
Ms. Miyagi Kiyono



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.

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 Arrive at Workplace	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	16:30 Leave Workplace	17:00	18:00



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

► 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

Accounting Technician Supervisor

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

Ms. Tylski Chie



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 Arrive at Workplace	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	16:45 Leave Workplace	18:00	19:00	20:00	21:00	22:30



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

- ▶ Boss: US Federal Government Employee
- ▶ Colleagues: 2 US Federal Government Employees, 2 US Service Members, 3 Japanese Employees

Management Analyst

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

Ms. Yamaguchi Hiroko



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

Wake Up, Have Breakfast, & Take Child to Nursery School	Check Emails, Check Progress, & Write Reports	Staff Meeting	Make Documents on Personnel Actions	Lunch Break	Update Supervisor on Employment Program	Check Mail & Filing, & Make Documents on Personnel Actions	Pick Up Child & Go Home	Cook Dinner & Have Dinner	Help child's homework, Take a Bath, & Go to Bed
5:30	8:15	9:00	10:00	12:00	13:00	14:00	17:00	18:00	21:00
	Arrive at Workplace						Leave Workplace		
									22:00

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)

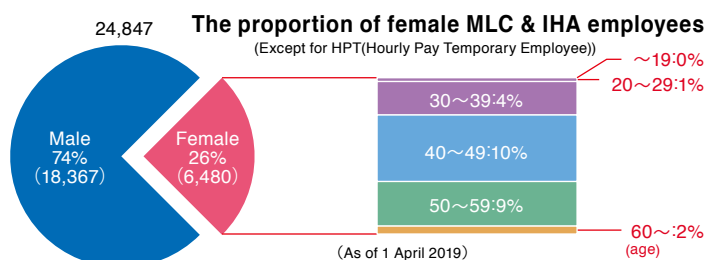
- One can reduce working hours at the from 30 minutes to up to two hours at the start or end of workday, during the period up to one day prior to the child's third birthday.

▶ 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. (In the case of one child, 24 hours, and in the case of two children or more, 48 hours of paid leave is available and the rest is considered as unpaid leave)

● 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>

