



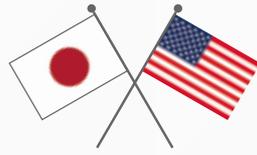
Contributing to the Security of Japan

# ***USFJ Employment Guide***

For work on U.S. military bases in 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, 2019, 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.





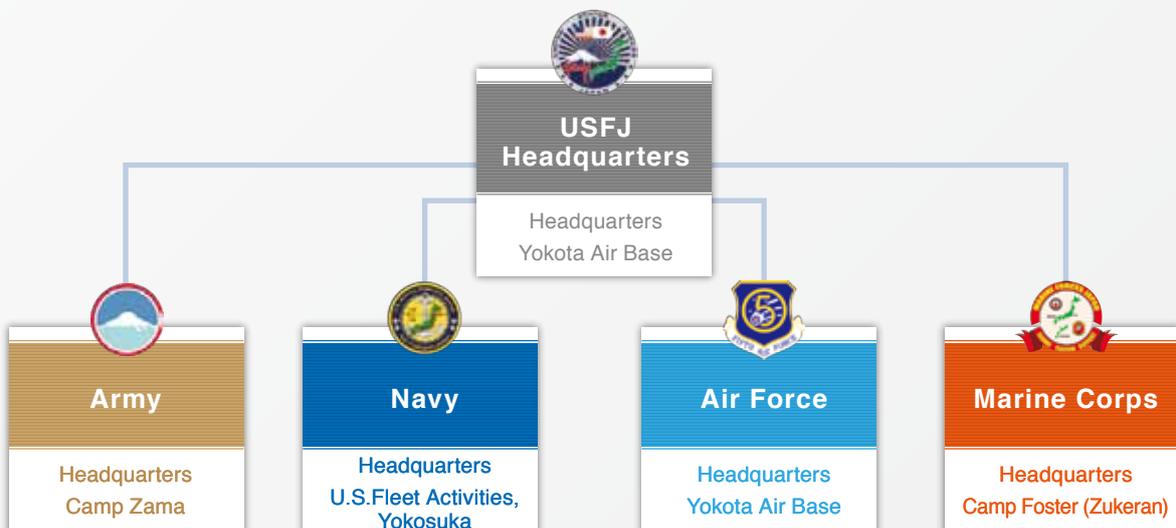
## Status of USFJ Employees

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.



**Recreation Specialist (BWT1)**

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, buses, 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 seven USFJ employees who work as Public Affairs representative, etc., on USFJ installations all over Japan about the attractive points of each installation.

**Iwakuni Air Base**

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  
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.

**Naval Air Facility Atsugi**

NAF Atsugi is located over Ayase and Yamato Cities, Kanagawa Prefecture and has the site of 5,000,000m<sup>2</sup> and a runway of 2.4km. It is in charge of important mission for operation of US Navy Japan.

🏠 [https://www.cnic.navy.mil/regions/cnrj/installations/naf\\_atsugi.html](https://www.cnic.navy.mil/regions/cnrj/installations/naf_atsugi.html)

📌 <https://www.facebook.com/naf.atsugi>



Naval Air Facility Atsugi, US Navy, Office of the Commander  
Secretary

## 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.

**Camp Foster (Zukeran)**

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.

## Major U.S. Military Bases and LMO Offices

### Okinawa Branch Office

Kadena Air Base  
Camp Zukeran (Camp Foster)  
Makimino Service Area (Camp Kinser)  
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

### Zama Branch Office

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

### Sasebo Branch Office

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

**Camp Zama**

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\\_PAO](https://twitter.com/USARJ_PAO)

📌 <https://www.facebook.com/USARJ>

Headquarters US Army Japan / Public Affairs Office

Deputy Chief of Public Affairs Office

## Mr. Kevin Krejcarek

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 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.

## Misawa Air Base

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...



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



Hangar

## 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

Head office

## Yokosuka Branch Office

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



LMO headquarters, branch offices and annex handle 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 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)  
Independence Day Festival (early July)  
US-Japan Bon-odori Festival (early or mid-August)  
October Fest (late September or early October)

## Yokota Air Base

Yokota Air Base is located in western Tokyo, foot of Okutama, about 40km away from central downtown Tokyo. Yokota Air Base features 3 headquarters' offices, for United States Forces, Japan, 5<sup>th</sup> Air Force, and 374<sup>th</sup> Airlift Wing.

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

<https://ja-jp.facebook.com/yokotaairbase/>

Headquarters, United States Forces, Japan  
Secretary

### Ms. Otsuki Mayumi

As a member of the team who makes efforts to strengthen US-Japan alliance, regional peace and stability, my job gives me a sense of accomplishment and daily growth while contributing to such a mission.



## Yokota Air Base is like...

USFJ <https://www.usfj.mil/>  
USFJ [https://twitter.com/USFJ\\_J](https://twitter.com/USFJ_J)  
USFJ <https://www.facebook.com/USForcesJapan.J>

Headquarters, United States Forces, Japan is the headquarters of Unified Combatant Command and is reinforcing US-Japan alliance and coordinating matters affecting US-Japan security relationship.



Yokota Air Base holds the open events such as "US-Japan Friendship Festival" to be familiar with the local community.



374<sup>th</sup> Airlift Wing is the only Airlift Wing of Indo-Asia Pacific region that supports airlift.

photos by 374 AW/PA

## Yokosuka Naval Base

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/fleact\\_yokosuka](https://twitter.com/fleact_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.

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



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

### 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)

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





# Introduction of USFJ Employees

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

**Yokota  
Air Base**

## Counter Attendant

AAFES YOKOTA **Ms. Kawasugi Sachiko**



### We support work and life of US servicemembers and their family.

I work as a supervisor at Dunkin Donuts and Baskin Robbins and I sell donuts and ice cream. It makes me very happy to see a smile on people's faces when they have something as simple as a donut and a cup of coffee in their hands. Also, when a person who returns to Japan to work here again after many years says "Glad to see you're still working here" I feel happy to have been working here for such a long time. Since I have been working in the food department for eleven years, I want to try my hand at doing other work as well but I would also like to improve in my work here. In any case, I would like to work at the Yokota base for the rest of my life.

**Yokota  
Air Base**

## Customer Service Clerk

AAFES YOKOTA **Ms. Toibara Midori**



### I am glad to be able to use my English language skills

I started working as an Hourly Paid Temporary (HPT) food service staff member. Later, I was selected for a sales clerk position as a permanent employee, and then took training courses followed by a special curriculum program called Retail Management Academy, which is an HQ AAFES program, for four months. Because of this training course, I was promoted to a Customer Services Clerk position. Now, I work at the Customer Services Section located inside the Main Store and provide assistance to customers by exchanging purchased items, receiving special orders, etc.. Every day is a challenge because I have to understand the specific needs of each customer. But, because I communicate with customers a lot, I think I am building a strong bond with customers. I am thankful that I have such a very good working environment with customers as well as with my co-workers. I am trying to share with my co-workers as much knowledge and experience that I have been able to gain through my career.

**Kadena  
Air Base**

## Guard Supervisor

18<sup>th</sup> SECURITY FORCES SQ **Mr. Miyagi Masatoshi**



### Work to contribute to the local community

The 18<sup>th</sup> 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

PROJECT MGT BR, MASTER PLANNING 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.





# Introduction of USFJ Employees



## Janitor

CUSTODIAL SEC,BLDG&STRUCT BR,  
OP&MAINT DIV

Mr. Sakuramoto Kazuki



### I feel a great sense of attachment to and accomplishment with a spotless facility.

We are engaged in cleaning work and our duties include maintaining the cleanliness, orderliness, and hygiene of the facilities in Camp Zama and Sagami-hara Family Housing Area, and providing a comfortable environment for the people who use the facilities.

We are in charge of and work hard to accomplish all work including cleaning the floors the walls and the ceilings of the buildings, vacuuming, wiping glass surfaces, cleaning the blinds, garbage collection, cleaning toilets and shower rooms, and replenishment of consumables. And, as the site supervisor, I also support the work of the five-member group.

The work we do as a team is truly enjoyable and very satisfying.

Especially, when I see a sparkling and spotless floor, glistening after the fresh brushing and wax recoating done with machines, I feel a great sense of attachment and accomplishment and a great sense of unity in the team after completion of the work.

In the future too, I hope to cooperate and work together with everyone and create a good environment in the U.S. military bases.



## 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.



## Fire Inspector

COMMANDER NAVY REGION JAPAN-FIRE&EM SVC YOKOSUKA OPS DIV

Ms. Miura Kaede

## Fire Chief, Assistant (Shipboard)

Mr. Karagishi Ichiro



### 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.

### The level of our rescue technology is world standard. Firefighting support for the aircraft carrier and battleships, as well.

I work as a drill master at the fire department belonging to Commander Fleet Activities Yokosuka. Currently, I instruct the rescue techniques, fire fighting, emergency activities etc. to about 200 firefighters and rookies. In addition, we coordinate and arrange the contents of joint drills with the JSDF and the Japanese municipal fire departments with which we have mutual agreements in the neighborhood (a cooperative arrangement for large-scale disaster response).

Rookies are about to come to our fire department soon and a fire school is scheduled to open, so preparations are underway with the help of our firefighters. They are often surprised that Japanese are working for the fire departments located U.S. military base in Japan, but most firefighters are Japanese.

My supervisors are American citizens, so I have more opportunities to speak English at work. There are several decades since I graduated from schools. With helps of my co-workers, I am motivated to learn English actively, and I am doing my job every day.



Misawa  
Air Base

## Personnel Staffing Specialist

35 FSS/CIVILIAN PERSONNEL Ms. Yoshida Miwako



### I find my workplace, which is directly influenced by an American atmosphere, to be worthwhile.

I am in charge of the hiring process for U.S. government employees in the civilian human resources department at Misawa Air Base.

My major duties include the recruitment and hiring procedures for U.S. government employees who wish to work at Misawa; orientation for new staff; explanation of rules and duties that need to be known when working at Misawa; and introducing work opportunities to the families of service members.

In my workplace I come in contact with diverse ways of working and thinking in the United States that are different from those in Japan and I also can learn a lot through my work. As the person in charge, seeing those who have applied get selected to work for a job they had been aspiring to and welcome their first day with a smile, is something that gives me great joy and happiness. In accordance with the changes in policies and various employment regulations of the United States, one may sometimes also participate in training conducted at other Air Force bases.

It is a workplace that is very cherished and motivating as one can come in direct contact with the conditions of the United States while still being in Japan.

Misawa is located in northern Japan but I would like to make efforts so that people think of it as a place with has a comfortable working environment.

I hope that a lot more people learn about the benefits of Misawa, so it becomes a base where people feel motivated to want to work here.

Camp  
Foster  
(Zukeran)

## Community Relations Specialist

G-7 Division Mr. Higa Naohito



### I feel a sense of responsibility and motivation.

One of the official duties of the foreign relations department is the on-the-spot adjustment to US military facilities by a variety of people, including Japanese government officials and local authorities. In the case of adjustment, we examine the contents from the political and legal perspective of based on expertise obtained from the relevant department by confirming the intentions of the applicants, in detail, as well as determining the kind of support that is possible from the Marine Corps.

Many meetings are held with the Okinawa Defense Bureau and, on these occasions, I provide interpretation assistance to my supervisor, who is the G-7 director. Before the meeting, we review the contents of the agenda and respond with careful consideration so that the director's remarks are accurately communicated to the other side.

G-7 is also responsible for supporting the commanding officers of the 3rd Marine Expeditionary Force (3MEF) and the Marine Corps Installations Pacific, providing support to personnel during negotiations with lawmakers or government officials.

The content of the variation is also varied and we strive to gather information by establishing various methods of collecting information and opinions from regular news, newspapers, and information magazines.

Because there is a lot of politically sensitive content, I am always tensed but I feel a sense of pride that goes beyond my concerns and I am glad that I chose this job.

Camp  
Zama

## 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.

Camp  
Hansen

## Dental Hygienist

3D DENTAL BATTALION Ms. Kamiunten 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. 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.

# 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

### Mr. Kokubu Daisuke

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

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	372,746
1	8	415,035
1	9	451,491

### 1 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.

### 2 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.

### 3 What kind of certificate or capacity can be helpful?

Degree in engineering, certification of class-1 or class-2 architect, Kenchiku Setsubushi or Gijutsushi can be helpful.

### 4 How much of English proficiency is needed?

It is necessary to be able to coordinate and negotiate in English.

## Engineering Technician

### Mr. Masuda Shoji

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

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	319,427
1	6	352,390
1	7	396,057

### 1 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.

### 2 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.

### 3 What resource or skill is needed for work?

Along with general architectural knowledge learned in the classroom, on-the-job experience is essential.

### 4 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

### Ms. Azuma Natsuko

Camp Foster  
Defense Logistics and Supply Agency

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	287,320
1	5	338,893
1	6	374,219
1	7	406,093

### 1 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.

### 2 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.

### 3 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.

### 4 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 2019

\* 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



► 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 Arrive at Workplace	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00 Leave Workplace	18:00	19:00	20:00	21:00	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)

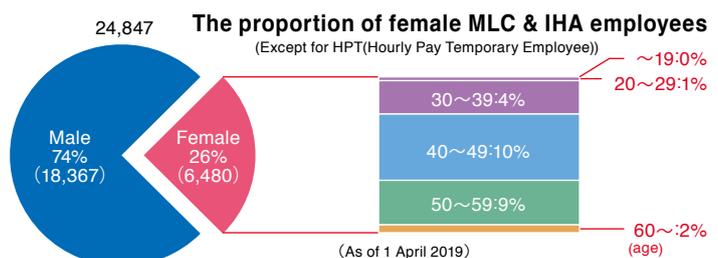
- One can reduce working hours at the from 30 minutes to up to two hours at the start or end of workday, during the period up to one day prior to the child's third birthday.

#### ▶ 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>





# 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.



**Mr. Ota Yasutaka**

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



### 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.

Get up and have breakfast with family	Share housework	Play with children	Exercise	Lunch	Sleep	Take a bath with children	Have a dinner with family	Commute	Mail check and respond to emergency call	Break	Respond to emergency call	Return home
7:00	8:00	9:00	11:00	12:00	13:00	18:00	18:30	19:00	20:00	21:00	22:00	8:00 9:00



# 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.

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!!

- 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

### 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 374<sup>th</sup> CONTRACTING SQ  
Contractor / Negotiator (General)

#### Mr. Kiyotaka Keisuke

#### Work History :

- Jan.1992 Hotel Desk Clerk
- Apr.1993 Management Intern
- Nov.1996 Purchasing and Contract Specialist
- Feb.2002 Contract Specialist
- Aug.2019 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#srf/sasebo>



## 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 ▶ YouTube

<https://www.srf.navy.mil/About-Us/Linchpin-of-the-Pacific/>

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 for a period not exceeding one year 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 11, Grade 6 ~ 245,400 yen ~	e.g.) Crane Operator Step 9, Grade 6 ~ 205,200 yen ~	e.g.) Fire Fighter Step 5, Grade 2 ~ 185,600 yen ~	e.g.) Dental Hygienist Step 5, Grade 3 ~ 188,400 yen ~	e.g.) Nurse Step 5, Grade 2 ~ 192,400 yen ~
	e.g.) Secretary Step 1, Grade 4 ~ 195,500 yen ~	e.g.) Counter Attendant Step 5, Grade 3 ~ 163,200 yen ~	e.g.) Guard Step 9, Grade 1 ~ 169,900 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, 2020 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 * For an employee without a spouse, 6,500 yen for one of his/her dependents other than child
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 2.25 months of Base pay, etc. respectively and 4.5 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 April 1, 2020 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.

## 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, and mourning 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	August 11	Mountain Day
Third Monday of February	Washington's Birthday	First Monday of September	Labor Day
Last Monday of May	Memorial Day	Second Monday of October	Columbus Day
In addition to holidays above, there also is an Employee Birthday Holiday.		November 11	Veterans Day
		Fourth Thursday of November	Thanksgiving Day
		December 25	Christmas Day
		December 29 to 31	

\* The holidays above are as of April 1, 2020 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.






# Frequently Asked Questions

## 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 (including 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 (for PCs and smartphones): <a href="https://www.lmo.go.jp/recruitment/index.html">https://www.lmo.go.jp/recruitment/index.html</a> - Hello Work office (Public Employment Security Office)
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 (for PCs and smartphones): <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.

## Recruitment Service by the USFJ (reference information)

Camp Zama (U.S. Army Japan)  
Recruitment information : Website

<https://www.usarj.army.mil/gojobs/>



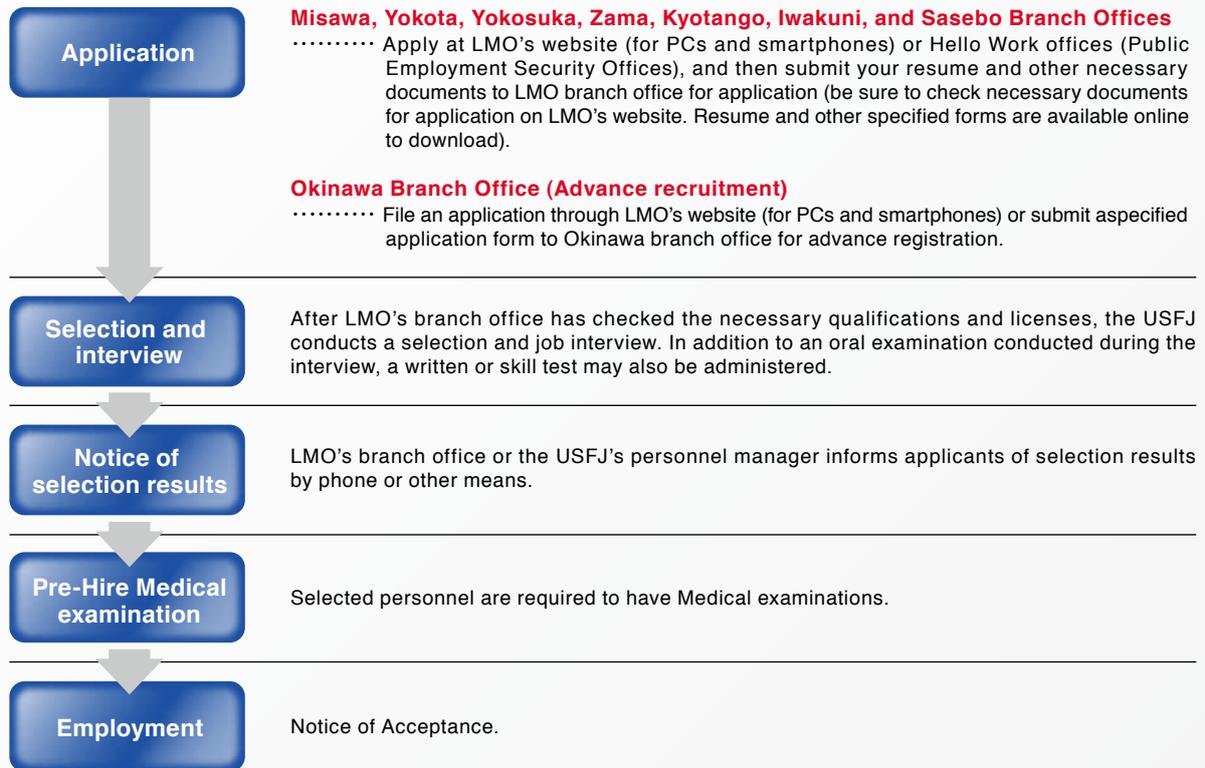
Fleet Activities, Yokosuka (U.S. Navy Japan)  
Recruitment information : Website:

[https://www.cnrc.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs.html](https://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs.html)





# Process from Application to Employment



### LMO's Website (Recruitment Information)

From PCs or smartphones

- 1 Homepage**  
  
 Access the homepage and click on "Recruitment Information."  
**LMO's official website**  
<https://www.lmo.go.jp/>
- 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."  
\* Documents directly accepted by the USFJ are not displayed.

## Reference Data: Number of USFJ Employees (As of January 2020)(Person)

Municipality	Number of Employees	Municipality	Number of Employees
Aomori	1,435	Kyoto	6
Saitama	4	Hiroshima	366
Tokyo	2,610	Yamaguchi	1,561
Kanagawa	9,113	Nagasaki	1,735
Shizuoka	161	Okinawa	8,984
		<b>Total</b>	<b>25,975</b>

4,267 employees (MLC 2,760, MC 1, IHA 1,506) were newly hired in JFY2018.



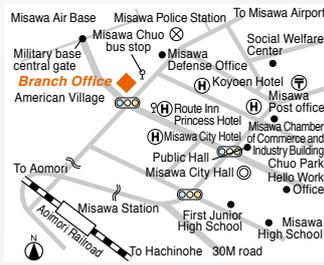
# Locations of LMO Headquarters and Branch Offices

## Misawa Branch Office

1-1-25 Hirahata, Misawa City, Aomori 033-0012

**Tel:0176-53-4165**  
**Fax:0176-52-3033**

[Access]  
- Take a Towada Kanko bus for Hachinohe and Kitahama from Misawa Station and get off at the Misawa Chuo bus stop (in front of the Misawa Branch Office) (approximately 10 minutes).

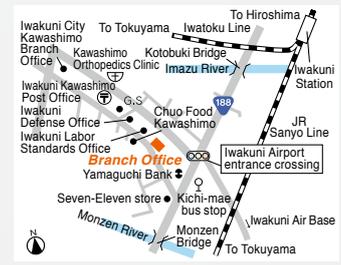


## Iwakuni Branch Office

2-15-35 Nakazu-machi, Iwakuni City, Yamaguchi 740-0027

**Tel:0827-21-1271**  
**Fax:0827-21-1273**

[Access]  
- Take an Iwakuni City Fuji Line bus (via Shin-Kotobuki Bridge) from JR Iwakuni Station, get off at the Kichi-mae bus stop (approximately 5 minutes), and walk for approximately 1 minute.

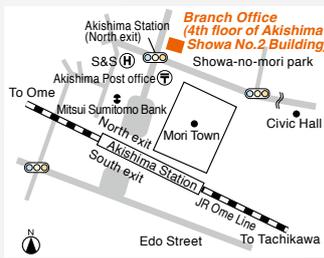


## Yokota Branch Office

Akishima Showa No.2 Building, 568-1 Tanaka-cho, Akishima City, Tokyo 196-0014

**Tel:042-542-7663**  
**Fax:042-542-7667**

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



## 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

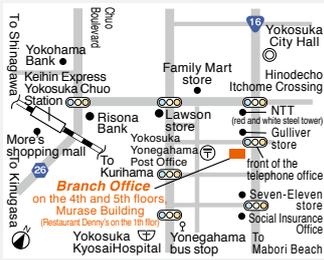


## Yokosuka Branch Office

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 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



## 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)

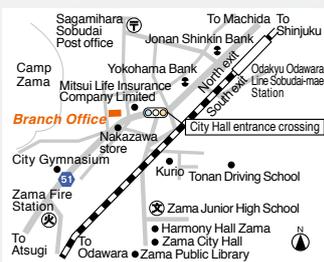


## Zama Branch Office

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



## 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 or 120 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.



## 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

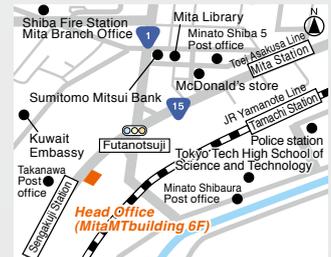


## LMO's Head Office

MitaMTbuilding 6F, 3-13-12 Mita, Minato-ku, Tokyo 108-0073

**Tel:03-5730-2167**  
**Fax:03-5730-2173**

[Access]  
- Approximately 5-minute walk from Mita Station of Toei Subways (A1 exit)  
- Approximately 5-minute walk from Sengakuji Station of Toei Subways (A4 exit)  
- Approximately 8-minute walk from JR Tamachi Station (West exit)  
E-mail: lmo@rio.odn.ne.jp





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

●LMO website URL

For PC and Smartphone <https://www.lmo.go.jp>

●FAQ <https://www.lmo.go.jp/recruitment/index6.html>

QR Code for  
PC and Smartphone



FAQ

