

# Message from USFJ



## Introduction

United States Forces are stationed in Japan in accordance with the U.S.-Japan Security Treaty.

To support United States Forces, Japan (USFJ) to accomplish its mission, USFJ employees are hired by the Government of Japan (Ministry of Defense) and furnished to USFJ.

Those who work on U.S. military bases in Japan are called USFJ employees. They provide various support services, including clerical, engineering, and sales work.

USFJ is looking for work-ready employees who have extensive knowledge and experience regarding such support services.

We hope this pamphlet will provide useful information to those who are looking for employment on U.S. military bases in Japan.

### CONTENTS

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

- 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.



\* Contents on this pamphlet (name, job, workplace, etc.) are of 30 November, 2025, unless otherwise provided.