

# 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

Administrative Specialist

Camp Zukeran (Camp Foster)  
Civilian Human Resources Office

Ms. Aya Toyosato



▶ **Work History:**  
Oct. 2023: Housing Inspector (Limited Term)  
Mar. 2024: Administrative Specialist (Permanent)  
▶ **Boss:** U.S. Federal Government Employee  
▶ **Colleagues:** 12 US Federal Government Employees, 34 Japanese Employees



## 1. What Does Your Current Job Involve?

At the Civilian Human Resources Office for U.S. Marine Corps, I provide secretarial support for the Director and Deputy Director (U.S. Federal Government Employees), along with general administrative duties within the office. My daily tasks include managing the schedules of two supervisors, setting up meetings, and handling various tasks such as document review, drafting letters, answering phone calls and emails, and greeting visitors. I also manage the annual leave records for 45 employees, including both Host Nation employees and U.S. civilian employees, emphasizing clear communication with supervisors and employees. As my role requires processing information quickly, I stay alert and make sure to obtain accurate information in a timely manner.

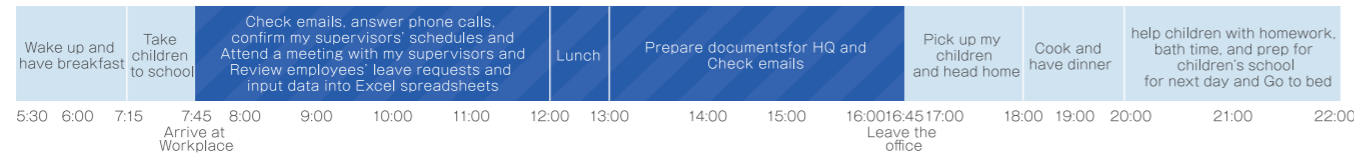
## 2. What Do You Like About Your Workplace?

Working at a U.S. military installation in Japan offers to engage with people from diverse backgrounds – Americans, Japanese, and military personnel. One of the most attractive aspects of the job is the opportunity to interact with different cultures. I also appreciate the strong sense of teamwork, where everyone actively supports each other. This makes it easier to maintain a healthy work-life balance. The benefits and welfare are especially attractive to parents, making it easy to continue their career while raising children. For example, Child Medical Care Leave or Family Medical Care Leave, allow us to respond to children's illness or sudden school calls without stress. This flexibility in taking leave when needed is incredibly helpful. As I have a caring nature and enjoy being around people, I feel that my personality fits well with the current job and work environment.

## 3. A Message to Future Employees

If you are looking for a workplace where you can balance work and family life, this is an ideal workplace, especially for women with children. Additionally, while working at the U.S. military installation, you often find it offer plentiful opportunities for training to acquire qualifications or to develop your skills that you may need for your career growth. For those who have studied abroad or want to use their English skills, this is the place of work where you can expand your knowledge, advance your career, and enrich your personal life. I encourage you to take the first step and apply!

### Ms. Toyosato's One-Day Schedule



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

Management Analyst

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



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



## 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



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

Accounting Technician Supervisor

U.S. Fleet Activities, Yokosuka  
U.S. NAVSHIPREP/FAC & JAPAN REGNL MAINT CTR,  
YOKOSUKA COMPTROLLER DEPT

Ms. Tylski Chie



▶ **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



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

We receive the necessary funds from other activities (clients) when we also receive requests for work from other activities. The department manages the funds received and communicates with clients to reconcile funds as needed. I always communicate with my supervisor, and if there is a problem, I discuss it with my supervisor for resolution.

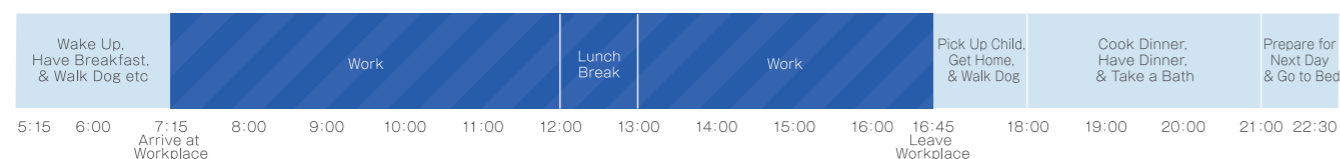
## Q2. The appeal of the workplace

The constant interaction with other codes in the activity allows me to learn something new every day, which leads to my personal growth. My supervisor understands my childcare needs, and I am able to balance work and childcare by being able to respond to urgent calls from daycare centers and elementary schools.

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

Annual leave system and child medical care leave are also available, so you can work with peace of mind while raising small children. There are a variety of positions available, so you can pursue the most appropriate career advancement at the right time.

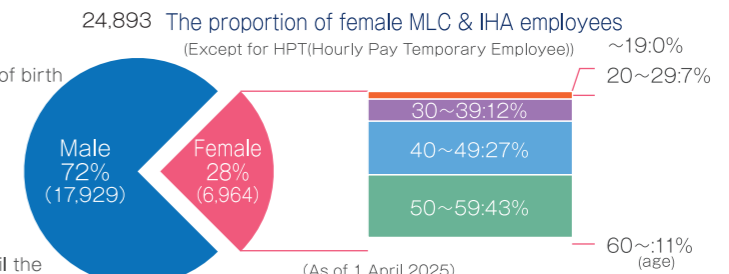
### Ms. Tylski's One-Day Schedule



## 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, up to the time the child enters elementary school.
      - ▶ Child medical care leave
        - In case one is taking care of children until 31 March of the third grade of 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.
- **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/syokuba\\_hatarakikata/pamph.html](https://www.lmo.go.jp/recruitment/syokuba_hatarakikata/pamph.html)

