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| KN vacancy announcements |
| **Kunsan Civilian Personnel Flight** |
| **As of 10 Oct 2024** |

**HOW TO APPLY:** All current USAF employees serviced by Osan Civilian Personnel Office desiring consideration must complete an USFK 130 EK Application Form at <https://www.51fss.civilian-personnel-flight/> or

<https://www.kunsanfss.com/civilian-personnel/> and forward it through e-mail to  yong\_mi.kim.2.kr@us.af.mil or Kunsan Civilian Personnel Office, 8 FSS/FSCA, APO AP 96294-2105.

신청서를 전자 메일 주소, yong\_mi.kim.2.kr@us.af.mil로 전송할때는 전자메일의 제목란에 공고번호와 공고직책 및 급수를 기재하여 보내져야 합니다.  외부 이메일로 현직자 이동 신청서를 제출할 경우 주한 미공군 네트워크에서 사용이 불가능하여 고려 될수 없는 경우가 발생할수 있으므로 인사처로 신청서 접수 유무를 확인하시기 바랍니다.

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| **APPROPRIATED FUND POSITIONS** |

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| ANN NO. | POSITION & GRADE | LOCATION | WHO MAY APPLY | OPEN | CLOSE |
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| **NON-APPROPRIATED FUND POSITIONS** |
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| ANN NO. | POSITION | LOCATION | WHO MAY APPLY | OPEN | CLOSE |
| [KAB-NAF-29-2024](#KAB_NAF_29_2024) | Lodging Operations Clerk, KGS-0303-04 (1-Part Time) | Lodging, Sustainment Services Flight, 8th Force Support Squadron, Kunsan AB. | All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5). | 10 Oct 24 | 18 Oct 24 |
| [KAB-NAF-30-2024](#KAB_NAF_30_2024) | Laborer, Heavy, KWB-3502-03 (1-Part Time) | Golf Course, Community Services Flight, 8th Force Support Squadron, Kunsan AB. | All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5). | 10 Oct 24 | 18 Oct 24 |
| [KAB-NAF-31-2024](#KAB_NAF_31_2024) | Cook Junior, KWB-7404-03 (1-Part Time) | Wolf Pack Café, Loring Club, Community Services Flight, 8th Force Support Squadron, Kunsan AB. | All current employees assigned with USFK, Korea. (Priority Group 5). All registrants on the area reemployment priority list (ARPL). (Priority Group 6). Military spouses and family members (Korean Citizen, U.S. Citizen, and third-country Citizen) of active duty members of U.S. Armed Forces and of U.S. Citizen Civilian employees of U.S. Government agencies assigned in Korea. (Priority Group 7). All KN outside (off-base) applicants. (Priority Group 8 and 9). | 10 Oct 24 | **30 Sep 25** |

***NOTE****: \* This announcement should not be construed to imply that vacancies currently exist. Application will be accepted from eligible candidates and rated and registered in the active file for a period of one year or until placed. Application of qualified candidates will be referred when vacancies become available*

\*\*\*\* For more information, call 782-4526 \*\*\*\*

**구직신청서가 필요한 분은 오산미공군 인사처 웹싸이트에서 다운받으시길 바랍니다.**

**(**<https://www.51fss.com/civilian-personnel-flight/>**)에서 KN Application for Employment (구직신청서 130EK)를 다운 받으실수 있습니다.**

**다른 문의사항은 군산인사처 (063) 470-4526로 문의 바랍니다.**

**PLEASE POST ON BULLETIN BOARDS ACCESSIBLE TO KN EMPLOYEES**

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**KAB-NAF-29-2024**](#NAF) OPENING DATE: 10 Oct 2024

 CLOSING DATE: 18 Oct 2024

**POSITION TITLE & GRADE**: Lodging Operations Clerk, KGS-0303-04 (1-Part Time)

**SALARY**: Between 17,113 – 24,450 won per hour (Total hourly compensation when bonuses are included.)

**TOUR OF DUTY**: Maximum workweek will not exceed 32 hours.

**DUTY LOCATION:** Lodging, Sustainment Services Flight, 8th Force Support Squadron, Kunsan AB.

**AREA OF CONSIDERATION**: All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5).

**NOTE**: 1. Applicants applying under this vacancy announcement may be converted to full-time without further competition.

2. Newly hired non-appropriated fund (NAF) employees of the USFK on or after 1 July 2004 will be required to serve no less than one (1) year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES**: Assigns appropriate transient visiting quarters to all incoming transient personnel. Determines appropriate quarters based on the availability of on-base quarters first, status of the individual such as PCS, TDY, Permissive TDY, or Space Available. Quarters are assigned based on priority of visit, first come first serve for all "Priority 1" reservations based on rank/grade and if sharing quarters is applicable, gender. Using the current Defense Lodging System program the lodging front desk clerk will determine when and where rooms by number are available. Ensures housekeeping status of rooms is updated. If on-base quarters are not available commercial lodging is issued, if commercial lodging is not available then a non-availability is issued to the customer. Lodging clerk will contact off base commercial lodging hotel and make the reservation for the customer. Clerk will provide information about the location of off base lodging, transportation and local rules that may apply. Clerk will provide customers with maps and other information to ensure the customer is informed of local conditions. Clerk will provide telephone information on how to use the lodging phone, dial the base operator, transfer calls to guest rooms and explain access to DSN phone system. Clerk will receive and process reservation requests over the phone, by email or in person. Clerk computes and collects room, phone or sundry fees in cash or by credit card. Provides customer assistance and charges appropriate cost for items to be purchased in resale activities at lodging front desk and sundry room resale functional area. Maintains an accurate accounting and reporting system through Defense Lodging System (DLS) or other appropriate lodging software for all resale items and standard property management control processes. Inventories, requisition, stocks and processes all necessary paperwork for both sundry room sales and front desk resale supply.

Merchandises and rotates stock to ensure expiration dates are not exceeded. Performs daily, weekly and monthly regular physical inventories of all resale assets must be in agreement with the recorded inventory level in both DLS and automated listing received from the NAF budget office. Investigates discrepancies and then takes corrective action to ensure limited theft or loss of product. Must perform a daily room inventory. May perform a weekly or monthly sundry store resale item inventory as required. Must maintain 100% accountability of resale items. Adheres strictly to security procedures and instructions to properly safeguard materials, items and inventory. Promptly reports any observed or identified violations in accordance with established guidelines. Complies with safety standards and reports job injuries and hazards to supervisor immediately. Responsible for funds from room sales until on-coming front desk clerk has taken accountability of cash drawers and or when sundry inventory information is updated in the sales in DLS or applicable Lodging Software Program. Calculates and posts charges to patrons' accounts and balances totals with control records. Accepts payment, makes change, and presents departing guests checkout statements. Prepares and safeguards cash receipts, prepares daily cashier's report, daily activity report, and may prepare consolidated daily activity report. Responsible for cleaning and organizing: lost and found, storage rooms, luggage room and front desk area of operation. Maintains the lost and found program. Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS: Applicant must be able to lift objects weighing up to 40lbs. Must have a valid driver’s license.

WORKING CONDITIONS: May be required to work an uncommon tour of duty. Moderate physical effort is required. Occasionally lift 40lbs or less; pushes and moves boxes. Requires moderate periods of standing, walking, bending and climbing stairs. Work is usually performed indoors and occasionally outdoors. The work environment involves everyday risk that requires normal safety precautions associated with hotel and office type work.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213,

8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

**MINIMUM QUALIFICATION REQUIREMENTS**: One (1) year of general experience, or two (2) years education above the high school level is required.

General Experience includes progressively responsible work which indicates ability to acquire the knowledge, skills and abilities (KSAs) needed to perform the duties of the position to be filled.

Substitution of Education for Experience: Successfully completed education above the high school level in a ROKG authorized or recognized college, university, business, technical or secretarial school may be substituted for the experience required at the KGS-04 level. One full year of full-time academic study is 30 semester hours, or equivalent, of college or at least 20 hours of classroom instruction per week for approximately 36 hours in a business, secretarial, or technical school.

**ENGLISH LANGUAGE COMPETENCY**:

1. The American Language Course Placement Test (ALCPT) score of 60 or above and successfully passing the English Comprehension Interview (ECI) is required.

2. The Test of English as a Foreign Language (TOEFL) score of 430 and higher or the Test of English for International Communication (TOEIC) score of 450 and higher may be substituted for ALCPT requirement. Applicant must submit the TOEFL/TOEIC official copies of test score. TOEFL/TOEIC scores are valid for two years from the exam date.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)**: To be rated best qualified, applicants must have demonstrated possession of the following KSAs essential to the performance of the duties of the position.

1. Knowledge of Defense Lodging System (DLS) or other appropriate lodging software for all resale items and standard property management control processes.

2. Ability to operate cash register.

3. Ability to use personnel computer.

4. Ability to read, write, speak, and understand English.

**EQUAL OPPORTUNITY STATEMENT**: Kunsan AB is an Equal Opportunity Employer. All applicants will receive consideration without regard to race, creed, color, lawful political or other affiliation, marital status, sex, age or national origin or handicap.

**EMPLOYMENT POLICY**: It is the policy of USFK to employ based on qualification and merit. No employee may request, offer, or accept gratuity in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the servicing Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

**HOW TO APPLY**: All current employees assigned with USAFK desiring consideration must complete an USFK 130 EK Application Form at <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> and forward it through e-mail to yong\_mi.kim.2.kr@us.af.mil or Kunsan Civilian Personnel Office, Bldg 755, Room 213, 8 FSS/FSCA, APO AP 96264-2105 no later than the closing date.

**Applicants will be required to submit certificates of education, experience with tax deductions and license listed on the application. Applicants must give contact telephone number and announcement number on the front page of the application form. Applications must be in English and Korean, each item of the application be completely filled in and properly signed and dated. Failure to comply with these requirements will result in the application being destroyed without consideration. A photocopy of application with original signature will be acceptable.**

**RECEIPT OF APPLICATIONS: Applications submitted within Korea must be received by closing date of announcement to be considered. INCOMPLETE APPLICATIONS WILL BE DESTROYED WITHOUT CONSIDERATION. ALL APPLICATIONS WILL NOT BE RETURNED TO THE APPLICANT.**

참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군양식 130EK)와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세원천증명서)을 인정할 수있는 제반 증명서와 함께 <군산시 군산우체국 사서함 73호 주한미공군 군산기지 한인채용과> 앞으로 마감날짜까지 인사처 또는 우편접수로 하시기 바랍니다.

**ADDITIONAL INFORMATION**: For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**KAB-NAF-30-2024**](#NAF) OPENING DATE: 10 Oct 2024

 CLOSING DATE: 18 Oct 2024

**POSITION TITLE & GRADE**: Laborer, Heavy, KWB-3502-03 (1-Part Time)

**SALARY**: Between 15,286 – 21,755 won per hour (Total hourly compensation when bonuses are included.)

**TOUR OF DUTY**: Maximum workweek will not exceed 32 hours.

**DUTY LOCATION:** Golf Course, Community Services Flight, 8th Force Support Squadron, Kunsan AB.

**AREA OF CONSIDERATION**: All current employees assigned with United States Air Force (USAFK). (Priority Group 5).

**NOTE**: 1. Applicants applying under this vacancy announcement may be converted to full-time without further competition.

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**MAJOR DUTIES**: Performs one or a combination of the following manual labor tasks requiring sustained physical effort; usually all tasks are performed as a member of a group or gang. Loads and unloads trucks, box cars and other conveyances; moves supplies and materials to proper location by wheelbarrows or hand trucks; stacks materials the storage or binning; collects refuse and salvageable material. Digs, fills and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culvers and ditches; cuts trees and brush; operates power lawn mowers. Moves and arranges heavy pieces of office and household furniture, equipment and appliances; moves heavy pieces of automotive, medical, engineering and other types of machinery and equipment. Performs other duties as assigned.

WORKING CONDITIONS**:** Work requires continuous standing, walking and stooping. Duties require moderately heavy physical efforts (e.g., pushing hand trucks and listing and carrying objects weighing 25-40 pounds) be sustained over long periods of time and also requires arduous efforts (lifting objects weighing over 40 pounds and shoveling gravel) for a substantial portion of the work cycle. Normally works outside regardless of weather condition.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213,

8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

**MINIMUM QUALIFICATION REQUIREMENTS**: No prior experience or education is required.

**EQUAL OPPORTUNITY STATEMENT**: Kunsan AB is an Equal Opportunity Employer. All applicants will receive consideration without regard to race, creed, color, lawful political or other affiliation, marital status, sex, age or national origin or handicap.

**EMPLOYMENT POLICY**: It is the policy of USFK to employ based on qualification and merit. No employee may request, offer, or accept gratuity in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the servicing Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

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**ADDITIONAL INFORMATION**: For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.

**군산미공군기지 민간인인사처**

**한인직원 공석공고**

공고번호: **군산기지-비세출-30-2024** 발행일자: 2024년 10월 10일

 마감일자: 2024년 10월18일

**직책 및 급수**: 중노무원, 기능직 3급 (시간제직)

**급여**: 시간당15,286원에서 21,755원까지 (상여금 포함한 시간당 총급여액)

**근무일정:** 일주일에 근무시간은 32시간을 초과할 수 없음

**근무장소**: 군산미공군기지 제8병력지원대대 공동체지원부 골프장

**고려대상지역**: 주한미군 현직직원 (제5순위)

**알림**: 1. 이 공석공고 응시자는 차기에 경쟁없이 풀타임직으로 전환될 수 있습니다.

2. 2004년 7월1일 혹은 그 이후에 신규로 채용된 주한미군의 비세출 자금 직원들은 다른자리로 자진해서 옮겨 가려면 책임자가 이직을 승인하지 않는한 원래 채용된 자리에서 최소한 1년간 근무해야됩니다. 이자리는 이사비용이 승인되지 않습니다.

**주요 임무**: 평균 이상의 육체적인 노력을 요구하는 다음과 같은 한 가지나 복합적인 노동 임무를 수행함; 보통 모든 임무는 단체로 여러명이서 수행하게 됨. 트럭이나 트레일러나 기타 다른 운송 수단에 짐을 싣거나 내리는 일; 보조 수단을 이용하여 보급품이나 물건들을 적절한 장소로 운반하는 일; 창고나 저장소에 물건을 쌓아 올리는 일: 쓰레기나 재활용품등을 모으는 일. 땅을 파거나 판 곳을 메우거나 다지는 일; 삽이나 여러 도구를 이용하여 땅를 평탄 작업 하는 일; 콘크리트나 눈을 치우는 일; 배수로나 하수구 청소; 나무나 잡목을 베는 일; 전동 잔디 깍는 기계를 작동하는 일; 무거운 사무 기구나 가구, 장비, 가전 제품을 옮기거나 재배치하는 일; 무거운 자동차 부품이나 의료, 공사 장비나 다른 종류의 기계루나 기구를 옮기는 일. 기타 부여받은 임무를 수행함.

**근무 조건:** 작업은 지속적으로 서 있거나 걷거나 허리를 구부려야 하는 것이 요구됨. 예를 들면, 오랜 기간 동안 트럭을 밀어야 하거나 10 내지 20 Kg 정도의 무게되는 물건을 들어올리거나 옮겨야 하는 등의 과중한 육체적인 노력이 필요하며 작업 기간 중 실제로 20Kg 이상의 물건을 들어올리는 등의 과도한 노력이 요구될 수도 있슴. 주로 날씨와 상관없이 야외에서 근무함.

더욱 자세한 사항은 직무 기술서에 있습니다. 직무 기술서는 군산 미공군 기지 민간인 인사처, 건물 755호 213호실에 오셔서 검토할 수 있습니다.

**자격 요건**: 신체건강한 자. 경력 및 학력사항 필요없슴.

**기회균등주의 성명서**: 군산미공군기지는 기회균등주의 고용주입니다. 모든 응모자는 인종, 종교, 혈색, 정당, 사생아, 혹은 결혼유무, 성별, 연령, 국적 또는 신체불구에 관계없이 고려를 받게될 것입니다.

**고용 방침**: 주한미군의 채용방침은 자격과 공적에 근거를 둡니다. 어떤직원도 주한미군 기관에서 고용 혹은 승진을 교환조건으로 사례금을 요구 혹은 제공받을수 없으며, 구직을 신청한 구직자의 권리행사를 방해할 수 없습니다. 그러한 사실을 범한 직원은 주한미군 기관에서 해고 대상이 됩니다. 이 방침에 위배되는 행위를 알고있는 사람은 즉시 군산 미공군기지 인사처 군전화 782-4526번이나 군산지역전화 (063) 470-4526 또는 오산기지 인사처장에게 전화번호

784-6862번이나 평택일반전화 0505-784-6862번으로 연락해 주시기 바랍니다.

**신청 방법**: 주한미공군에 근무하고 있는 현직직원은 (주한미공군 양식 130EK)를 민간인 인사처나 오산 혹은 홈페이지 <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> 에서 출력, 작성해서 군산 미공군기지 민간인 인사처에 제출하시기 바랍니다. 전자메일 주소는 yong\_mi.kim.2.kr@us.af.mil입니다.

**구직자는 구직신청서에 기재한 학력, 자격증 그리고 경력 (소득세 원천증명서)을 인정할 수 있는 증명서를 제출하시기 바랍니다. 구직신청서 작성은 한글과 영어로 각 항목마다 정확하고 완전하게 작성해야 하며, 또한 일자와 서명은 본인이**

**직접 하여야 합니다. 위와같은 요구사항을 구비하지 못한 구직신청서는 고려하지 않고 페기 처리 됩니다. 구직신청서가 사본일경우에는 반드시 본인이 서명한후 제출바랍니다.**

**마감일자 이후에 본 인사처로 접수된 모든 지원서들은 접수되지 않으며 또한 인사처에 제출한 모든 서류는 일체 반송하지 않습니다. 제대로 작성되지 않은 구직 신청서 제출된 지원서류들은 자동 페기 됩니다.**

**추가정보**: 더 자세한 문의사항은 전화번호 782-4526, 군산지역 전화 (063) 470-4526으로 연락바랍니다.

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**KAB-NAF-31-2024**](#NAF) OPENING DATE: 10 Oct 2024

 CLOSING DATE: **30 Sep 2025**

**POSITION TITLE & GRADE**: Cook Junior, KWB-7404-03 (1-Part Time)

**NOTE:** This is an Open Continuous Announcement that will be used for filling Cook Junior, KWB-03, part-time for located within Kunsan AB until Sept 30, 2025.

**SALARY**: Between 15,286 – 21,755 won per hour (Total hourly compensation when bonuses are included.)

**TOUR OF DUTY**: Maximum workweek will not exceed 32 hours.

**DUTY LOCATION:** Wolf Pack Café, Loring Club, Community Services Flight, 8th Force Support Squadron, Kunsan AB.

**AREA OF CONSIDERATION**: All current employees assigned with USFK, Korea. (Priority Group 5). All registrants on the area reemployment priority list (ARPL). (Priority Group 6). Military spouses and family members (Korean Citizen, U.S. Citizen, and third-country Citizen) of active duty members of U.S. Armed Forces and of U.S. Citizen Civilian employees of U.S. Government agencies assigned in Korea. (Priority Group 7). All KN outside (off-base) applicants. (Priority Group 8 and 9).

**NOTE**: 1. Priority Group 8 & 9 may be considered for positions when there are no eligible applicants from priority group 1-7.

2. Applicants applying under this vacancy announcement may be converted to full-time without further competition.

3. Newly hired non-appropriated fund (NAF) employees of the USFK on or after 1 July 2004 will be required to serve no less than one (1) year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES**: Assists cooks as required in the preparation and serving of food. Prepares fruits and vegetables by cleaning, peeling and/or cutting. Roasts, broils, bakes, fries, boils, steams, braises or otherwise cooks meats, fish, poultry and fruits and vegetables and other foods. Prepares coffee, tea and other beverage. Operates various mixers, grinders, steam kettles, electrical urns and other powered and mechanical kitchen equipment used in the preparation and service of food. Must be able to read, understand, and execute/make from recipe cards and other sources. Performs other duties as assigned.

OTHER SIGNIFICANT FACTS: Work requires some exposure to soiling of hands by cooking oils or grease. Subject to splashing of water, noise of equipment, colds of refrigerators/freezers and heat of stoves and ovens. Must have and maintain current food handlers card. Is subject to danger of serious burns and to cuts or other injuries in using powered equipment/sharp tools such as knives. Required to work on days, swings or midnight shifts and any day of the week.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213,

8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

**MINIMUM QUALIFICATION REQUIREMENTS**: One (1) year of general experience is required.

General Experience includes actual work experience as a trainee, helper, or other work related to the trade or craft for which being considered.

SUBSTITUTION:

1. The following may be substituted for the one (1) year of general experience required.

a. Graduation from high school in a field related to the job for which being considered.

b. Successful completion of a formal training course in a recognized trade school, of at least 90 days duration, in the trade or craft of the job for which being considered.

c. Possession of valid license or certificate of competency issued by the ROKG attesting to proficiency as Craftsman (기능사) the trade or craft of the job for which being considered.

**ENGLISH LANGUAGE COMPETENCY**: The American Language Course Placement Test (ALCPT) score of 34 or above and successfully passing the English Comprehension Interview (ECI) is required.

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs):** To be rated best qualified, applicants must have demonstrated possession of the following KSAs essential to the performance of the duties of the position.

1. Ability to prepare and cook various foods.

2. Ability to use kitchen utensil and equipment.

3. Knowledge of cooking ingredients.

4. Ability to work effectively with others.

5. Ability to read, write, speak and understand English.

**EMPLOYMENT CONSIDERATION PREFERENCE**: Preference for employment consideration will be given in the following order:

1. All current USFK employees
2. Former USFK KN employees on the Area Reemployment Priority List (ARPL)
3. Eligible Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea.
4. All other qualified applicants.

**EQUAL OPPORTUNITY STATEMENT**: Kunsan AB is an Equal Opportunity Employer. All applicants will receive consideration without regard to race, creed, color, lawful political or other affiliation, marital status, sex, age or national origin or handicap.

**EMPLOYMENT POLICY**: It is the policy of USFK to employ based on qualification and merit. No employee may request, offer, or accept gratuity in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the servicing Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

**HOW TO APPLY**: All current employees assigned with USAFK desiring consideration must complete an USFK 130 EK Application Form at <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> and forward it through e-mail to yong\_mi.kim.2.kr@us.af.mil or Kunsan Civilian Personnel Office, Bldg 755, Room 213, 8 FSS/FSCA, APO AP 96264-2105 no later than the closing date.

Family members should submit one copy of USFK Form 130EK, Application for Employment and Family members of US military and civilian federal employee must submit family member status form, a copy of sponsor’s travel order and marriage certificate, to the Kunsan Civilian Personnel Flight, Bldg#755, Room 213, 8 FSS/FSCA, and APO AP 96264-2105.

Non-Air Force employees and outside applicants should submit to hand delivered to CPO or copy of USFK Form 130EK, Application for Employment and supporting documents to the PO Box 73, Kunsan Post Office, Kunsan City, Postal Code: 54025.

USFK Form 130EK is available at the Osan AB or Kunsan AB home page on the web site: [https://www.51fss.com/civilian-personnel-flight](https://www.51fss.com/cpf)/ or [https://kunsanfss.com/civilian-personnel/](https://kunsanfss.com/civilian-personnel/%20) under Staffing/Employment.

**Applicants will be required to submit certificates of education, experience with tax deductions and license listed on the application. Applicants must give contact telephone number and announcement number on the front page of the application form. Applications must be in English and Korean, each item of the application be completely filled in and properly signed and dated. Failure to comply with these requirements will result in the application being destroyed without consideration. A photocopy of application with original signature will be acceptable.**

**RECEIPT OF APPLICATIONS: Applications submitted within Korea must be received by closing date of announcement to be considered. INCOMPLETE APPLICATIONS WILL BE DESTROYED WITHOUT CONSIDERATION. ALL APPLICATIONS WILL NOT BE RETURNED TO THE APPLICANT.**

참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군양식 130EK)와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세원천증명서)을 인정할 수있는 제반 증명서와 함께 <군산시 군산우체국 사서함 73호 주한미공군 군산기지 한인채용과> 앞으로 마감날짜까지 인사처 또는 우편접수로 하시기 바랍니다.

**ADDITIONAL INFORMATION**: For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.