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| KN vacancy announcements |
| **Osan Civilian Personnel Flight** |
| **As of 8 Oct 24** |

**HOW TO APPLY**:  All current employees assigned with USAFK desiring consideration must complete an In-service Placement Application Form at https://www.51fss.com/civilian-personnel-flight/ and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date. When current employee submit an In-service Placement Application Form to the email address, knstaffing@us.af.mil, the e-mail subject line must contain the announcement number and position title and grade for which current employee is applying for.  현직자 이동 신청서를 전자 메일 주소, knstaffing@us.af.mil 로 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 |
| [OAB-048-24](#OAB_048_24) | Contract Escort, KGS-0303-03  (Temporary NTE 30 Sep 25 – 임시직 25년 9월 30일까지) | 51st Civil Engineering Squadron, Engineering Flight, Project Management, Osan AB | All current USFK employees (Priority Group 5) | 11 Sep 24 | 15 Oct 241st CutOff: 30 Sep 24 |
| [OAB-051-24](#OAB_051_24) | Public Health Technician, KGS-0640-07 | Defense Health Agency, 51st Operational Medical Readiness Squadron, Public Health Flight, Osan AB | All current employees assigned with United States Air Forces, Korea (USAFK)(Priority Group 5)  | 2 Oct 24 | 11 Oct 24 |
| [OAB-052-24](#OAB_052_24) | Management Assistant, KGS-0344-07 | 51st Communications Squadron, Knowledge Operations, Osan AB | All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5)  | 2 Oct 24 | 11 Oct 24 |
| [OAB-050A-24](#OAB_050A_24) | School Information Assistant (Office Automation), KGS-0303-05/06 | Department of Defense Education Activity, Osan American Middle/High School, Osan AB | All current employees assigned with United States Air Forces, Korea (USAFK).(Priority Group 5)  | 8 Oct 24 | 14 Oct 24 |
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| **NON-APPROPRIATED FUND POSITIONS** |
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| ANN NO. | POSITION | LOCATION | WHO MAY APPLY | OPEN | CLOSE |
| [OAB-NAF-062-24](#OAB_NAF_062_24) | Food Service Worker, KWB-7408-02 (Part-Time)  | 51st Force Support Squadron, Osan AB. | All current USFK employees (Priority Group 5). All registrants on the area reemployment priority list (ARPL) (Priority Group 6). Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7). Outside Korean National Applicant (Priority Group 8 & 9). | 01 Oct 24 | 30 Sep 25 |
| [OAB-NAF-063-24](#OAB_NAF_063_24) | Custodial Worker, KWB-3566-02, (Part-Time) | 51st Force Support Squadron, Turumi Lodge, Osan AB | All current USFK employees (Priority Group 5). All registrants on the area reemployment priority list (ARPL) (Priority Group 6). Eligible family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7). Outside Korean National Applicant (Priority Group 8 & 9). | 01 Oct 24 | 30 Sep 25 |
| [OAB-NAF-064-24](#OAB_NAF_064_24) | Cook Junior, KWB-7404-03, (Part-Time) | 51st Force Support Squadron/Community Services Flight, Osan AB. | All current USFK employees (Priority Group 5). All registrants on the area reemployment priority list (ARPL) (Priority Group 6). Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7). Outside Korean National Applicant (Priority Group 8 & 9). | 01 Oct 24 | 30 Sep 25 |
| [OAB-NAF-065-24](#OAB_NAF_065_24) | Baker Junior, KWB-7402-03 (Part -Time) | 51st Force Support Squadron/Community Services Flight, Osan Club Complex, Osan AB. | All current USFK employees (Priority Group 5). All registrants on the area reemployment priority list (ARPL) (Priority Group 6). Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7). Outside Korean National Applicant (Priority Group 8 & 9). | 01 Oct 24 | 30 Sep 25 |
| [OAB-NAF-054-24](#OAB_NAF_054_24) | Food Deliverer, KWB-7401-03 (Part-Time) | 51st Force Support Squadron/Bowling Center, Osan AB. | All current USFK employees (Priority Group 5) | 11 Sep 24 | 15 Oct 241st Cut Off30 Sep 24 |
| [OAB-NAF-057-24](#OAB_NAF_057_24) | Preventive Maintenance Worker, KWB-4749-04 (Part-Time) | 51st Force Support Squadron, Community Service Flight, Osan Club Complex, Osan AB. | All current employees assigned with United States Air Force, Korea (USAFK) | 25 Sep 24 | 04 Oct 24 |
| [OAB-NAF-058-24](#OAB_NAF_058_24) | Food Deliverer, KWB-7401-03 (Part-Time) | 51st Force Support Squadron/Community Services Flight, Osan Club Complex, Checkertails. | All current USFK employees (Priority Group 5) | 02 Oct 24 | 29 Oct 241st Cut Off15 Oct 24 |
| [OAB-NAF-059-24](#OAB_NAF_059_24) | Recreation Assistant (Outdoor Activities), KGS-0189-04 (Part Time) | 51st Force Support Squadron/Community Support Flight/Outdoor Recreation, Osan AB. | All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5) | 02 Oct 24 | 11 Oct 24 |
| [OAB-NAF-060-24](#OAB_NAF_060_24) | Forklift Operator (Materials Handler), KWB-5704-05 (Full-Time) | 51st Force Support Squadron, Resource Management Flight, NAF Central Warehouse, Osan AB. | All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5) | 02 Oct 24 | 11 Oct 24 |
| [OAB-NAF-061-24](#OAB_NAF_061_24) | Maintenance Mechanic, KWB-4749-07 | 51st Force Support Squadron/Community Services Flight, Osan AB. | All current USFK employees (Priority Group 5). All registrants on the area reemployment priority list (ARPL) (Priority Group 6). Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7). Outside Korean National Applicant (Priority Group 8 & 9). | 02 Oct 24 | 29 Oct 241st Cut Off15 Oct 24 |

***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 784-6862

**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 오산인사처 0505-784-6862로 문의 바랍니다.**

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER **[OAB-NAF-054-24](#NAF)** OPENING DATE: 11 Sep 24

 CLOSING DATE: 15 Oct 24

 1st Cut Off: 30 Sep 24

**POSITION TITLE AND GRADE**: Food Deliverer, KWB-7401-03 (Part-Time)

**SALARY**: Between 15286–21755 Won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Force Support Squadron/Bowling Center, Osan AB.

**AREA OF CONSIDERATION**: All current USFK employees (Priority Group 5)

**NOTE**: **1.** Applicants applying under this vacancy announcement may be converted to full-time without further competition. **2**. 1st cut-off date for referral of eligible applications will be Sep 30, 2024. Applications received after 1st cut-off date will not be referred once the position has been filled. 3. Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management.

**MAJOR DUTIES**: Operates a variety of motor vehicles (approximate weight up to 10,000 pounds) to transport and deliver pizza, sandwiches, soft drinks, beer and a limited variety of hot/cold food items to customers located on and off the installation. Ensures products are delivered to customers according to quality standards established by management (i.e., freshly prepared foods delivered hot or cold, as appropriate, and in timely manner). Determines easiest route to take, consolidates multiple orders to ensure timely delivery. Obeys all traffic laws and safety regulations. Performs and documents vehicle operator maintenance, such as checking fluid levels, air pressure in tires, cleaning and washing vehicles. Accepts payment and makes change from customer. Presents money to the cashier. Assists food service cashiers in the setup of napkins, condiments and other items necessary for To Go orders. Helps keep work area clean. Performs other duties as assigned. OTHER SIGNFICANT FACTS: Must have the ability to read and understand written and oral instructions and perform common arithmetic problems associated with receiving payment from customers, making change and preparing cash reports. Basic skill in all facets of driving small to medium size cars. Must have knowledge of general sanitation principles to safeguard food against spoilage and waste. Skill in organizing work assignments in a logical sequence in order to execute tasks quickly and accurately. Knowledge of defensive driving techniques, including skill to recognize developing road and traffic conditions and the judgement to select alternate routes to avoid potential problems. A driver’s license is required. Needs to be minimally proficient in speaking and reading English.

**MINIMUM QUALIFICATION REQUIREMENTS**: No prior experience or education is required. Applicants must possess a ROK driver’s license and successfully pass a USFK performance test for the type of equipment to be operated.

**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.

**REQUIRED KNOWLEDGE, ABILITY, AND SKILLS (KSA’s);** To be rated best qualified applicants must have demonstrated possession of the following KSA’s essential to the performance of the duties of the positions:

 a. Ability to read and understand written and oral instructions.

 b. Knowledge of general sanitation principles to safeguard food against spoilage and waste.

 c. Skill in reading and understanding a road map to determine the shortest and safest route to take.

 d. Incumbent needs to be minimally proficient in speaking and reading English.

**EQUAL OPPORTUNITY STATEMENT**: Osan 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 a 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 CPO or Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6706 or military telephone 784-6706.

**HOW TO APPLY:** All current employees assigned with USAFK desiring consideration must complete an In-service Placement Application Form at <https://51fss.com/civilian-personnel-flight/>, and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

Non-Air Force employees should mail one copy of USFK Form 130EK, Application for Employment and supporting documents to the Kyongki-do, Pyongtaek-si, Songtan Post Office Box (SONGTAN-U-CHAE-KUK, SA SO HAM 18 HO) Postal Code 17757, Osan civilian Personnel Flight no later than closing date.

All applicants will be required to submit certificates of education, work experiences with tax deductions and license listed on the application. 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.

USFK Form 130EK is available at the Osan AB home page on the web site: <https://51fss.com/civilian-personnel-flight/>,under Civilian Personnel.

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

**참조: 타 인사처 관할 주한미군 현직직원는 구직신청서 (주한미군 양식 130EK) 와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세 원천 증명서) 을 인정할수 있는 제반 증명서와 함께 <경기도 평택시 송탄우체국 사서함 18호 주한미공군 오산기지 한인채용과> 앞으로 마감날짜까지 반드시 우편으로 접수 하시기 바랍니다.**

**ADDITIONAL INFORMATION**: For further information regarding this announcement, please contact Civilian Personnel Flight at 784-6862 or 0505-784-6862.

 YI, YONG CHA

 Chief, KN Staffing Section

 Civilian Personnel Flight

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

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**OAB-048-24**](#AF) OPENING DATE: 11 Sep 24

 CLOSING DATE: 15 Oct 24

 1st Cut-Off: 30 Sep 24

 **POSITION TITLE & GRADE**: Contract Escort, KGS-0303-03

 (Temporary NTE 30 Sep 25 – **임시직 25년 9월 30일까지)**

**SALARY**: Between 14593 – 20726 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Civil Engineering Squadron, Engineering Flight, Project Management, Osan AB.

**AREA OF CONSIDERATION**: All current USFK employees (Priority Group 5).

**NOTE**: 1. Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. 2. 1st cut-off date for referral of eligible applications will be 30 Sep 2024. Applications received after 1st cut-off date will not be referred once the position has been filled. 3. New temporary appointments and extensions may not exceed 2 years of continuous service.

**MAJOR DUTIES**: Provides Force Protection for construction and repair projects by escorting the contractor work force and visitors into controlled and restricted areas. Monitors interior and exterior gates, assures proper identification of all pedestrian or motor traffic, clears visitors and maintains prescribed records. May also escort visitors or direct authorized personnel to other organizations as needed. Questions suspicious persons, notifies Security Forces of security concerns and presents oral reports of incidents. Performs simple tasks for Engineering Flight as needed. Performs other related duties as assigned.

**OTHER SIGNIFICANT FACTS**: Position requires vehicle driver’s licenses. Position requires not to be color-blindness for Controlled Movement Area (CMA) qualification to distinguish the Airfield tower color lights of certain emergency situation in the runway. Subject to work various tours of duty including weekends and holidays, as specified by supervisor and commanding officer.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPEREINCE: Six (6) months of general experience.

GENERAL EXPERIENCE: General experience includes progressively responsible work which indicates ability to acquire the KSAs needed to perform the duties of the position to be filled.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE**:

Successfully completed education of one year above high school level in a ROKG authorized or recognized university may be substituted for the experience required at grade KGS-03 level.

**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 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.

**(TOEFL또는 TOEIC 성적이 2년 만료일이 지났을경우 갱신된 성적을 제출 바랍니다.)**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITY (KSA’s)**: To be rated best qualified applicants must have demonstrated possession of the following KSA’s essential to the performance of the duties of the positions:

1. Knowledge of procedures controlling the contractor work force and visitors into restricted areas.
2. Knowledge of English language.

**EQUAL OPPORTUNITY STATEMENT**: Osan 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 CPO or Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6706 or military telephone 784-6706.

**HOW TO APPLY**: All current employees assigned with United States Air Force, Korea (USAFK) desiring consideration must complete an In-Service Placement Application Form at <http://51fss.com/civilian-personnel-flight>/ and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCA, APO AP 96278-2065 no later than the closing date. When current employee submit an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

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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 must 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.

USFK Form 130EK is available at the Osan AB home page on the web site: [http://51fss.com/civilian-personnel-flight](http://51fss.com/employment) under Civilian Personnel.

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

**참조: 타 인사처 관할 주한미군 현직직원은 구직신청서 (주한미군 양식 130EK) 와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/ 경력증명서/소득세 원천 증명서) 을 인정할수 있는 제반 증명서와 함께 <경기도 평택시 송탄우체국 사서함 18호 주한미공군 오산기지 한인채용과> 앞으로 마감날짜까지 반드시 우편으로 접수하시기 바랍니다.**

**ADDITIONAL INFORMATION**: For more information on Korean National Employment Program, please contact Civilian Personnel Flight, at 784-6862 or 0505-784-6862.

 YI, YONG CHA

 Chief, KN Staffing

 Civilian Personnel Flight

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

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER **[OAB-NAF-057-24](#NAF)**  OPENING DATE: 25 Sep 24

 CLOSING DATE: 04 Oct 24

**POSITION TITLE, GRADE**: Preventive Maintenance Worker, KWB-4749-04 (Part-Time)

**SALARY**: Between 16552 - 23628 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Force Support Squadron, Community Service Flight, Osan Club Complex, Osan 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 NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management.

**MAJOR DUTIES**: Works alone or less complex skilled craft work within the scope of preventive maintenance procedures. Makes minor repairs to buildings, electric wiring and fixtures, stoves, hot water beaters and pipe connections. Replaces defective or worn parts. Inspects buildings, facilities and structure to locate defects requiring major repair and/or alteration. Reports repair and/or alteration requirements to the supervisor for appropriate action. Follows maintenance checklist as trained. Notes repairs needed and initiates requests for such service. Makes a recommendation to Club Manager on facility upgrades and problems areas. May includes activities are performed on a day-to-day basis in accordance with predetermined storage plans and procedures; any clerical or administrative work performed is incidental to primary physical warehousing duties. Performs other related duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS**:

Experience: One year of general experience plus one year of specialized experience.

GENERAL EXPERIENCE: Actual work experience as a trainee, helper, or other work related to the trade or craft for which being considered.

SPECIALIZED EXPERIENCE: Experience at the “Junior”, or higher level, in the work related to trade or craft for which being considered.

**SUBSTITUTION**:

1. Graduation from high school in a field related to the job for which being considered, successful completion of a formal training course (at least 90 days duration) in a recognized trade school in the trade or craft of the job for which being considered, or possession of a valid license or certificate of competency issued by the ROKG attesting to proficiency as craftsman in the trade or craft of the job for which being considered may be substituted for 1 year of general experience.

2. Graduation from technical junior on a field related to the job for which being considered or possession license or certificate of competency issued by the ROKG attesting to proficiency as an industrial engineer in the trade or craft of the job which being considered may be substituted for 1 year of general and 1 year of specialized experience required.

**REQUIRED KNOWLEDGE, SKILL AND ABILITIES (KSA's)**: To be rated best qualified applicants must have demonstrated possession of the following KSA’s essential to the performance of the duties of the position:

1. Skill in operating and maintaining hand and power tools and equipment; removing, repairing, installing, and replacing parts of utility and supply.

 c. Ability to read and interpret instructions.

 d. Knowledge of safety regulations, practices, and procedures.

**EQUAL OPPORTUNITY STATEMENT**: Osan 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 qualifications 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 CPO or Osan Air Base Civilian Personnel Officer, telephone 784-6706.

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**ADDITIONAL INFORMATION**: For more information on Korean National employment program, please contact Civilian Personnel Flight, at 784-6862 or 0505-784-6862.

 YI, YONG CHA

 Chief, KN Staffing Section

 Civilian Personnel Flight

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

**오산미공군기지 민간인인사처**

**한인직원 공석공고**

**공석공고번호: 오산기지-비세출-057-24 발행일자: 2024년 09월25일**

 **마감일자: 2024년10월04일**

**직책명 및 급수: 시설물 보수기사, 기능직 4급 (파트타임)**

**급여: 시간당16552 원에서 23628 원까지 (상여금 포함한 시간당 총 급여액)**

**근무장소: 주한미공군, 제 51 병력지원대대, 오산기지 클럽**

**고려대상지역: 주한미공군 현직직원 ( 우선순위5).**

**알 림: 1. 이 공석공고 응시자는 차기에 경쟁없이 파트타임직에서 풀타임직으로 전환될 수 있습니다.**

**2. 신규 채용된 비충당직원은 1년동안 다른 직위로의 이동은 책임자의 허가시에만 가능합니다.**

**주요업무: 예방 정비 절차의 범위내에서 단독 또는 복잡하지않은 정비 작업을 수행합니다. 건불의 전기 배선 및 고정장치, 스토브, 온수비터 및 파이프 연결부를 수리합니다. 결함이 있거나 마모된 부픔을 교체합니다. 건물, 시설 및 구조물을 검사하여 주요 수리 또는 변경이 필요한 결함을 찾습니다. 적절한 조치를 위해 관리자에게 수리 및 변경 요구 사항을 보고합니다. 교육받은 유지 관리 점검표를 따릅니다. 필요한 수리 및 해당 서비스에 대한 요청 개시, 시설 업그레이 및 문제 영역에 대해 관리자에게 보고하고, 사전에 결정된 보관 계획 및 절차에 따라 일상적으로 수행되는 활동 포함해서 모든 관리작업을 수행합니다. 할당된 다른 관련 작업을 수행합니다.**

**자격요건: 1년간의 일반경력과 1년의 전문경력이 필요합니다.**

**일반경력: 응모하는 분야에서 1년간의 조수나, 보조원으로 일한 경력을 말합니다.**

**전문경력: 응모하는 전문분야에서 1년간의 견습공 또는 숙련공으로 일한 경력을 말합니다.**

**자격대체:**

 **1. 기술고등학교에서 관련 직종의 학과를 졸업하였거나 공인 직업 훈련원에서 해당 직종 과정을 90일 이상 수료한 자, 또는 한국정부에서 발행한 해당 직종 자격증을 소지한 자는 필요한 경력 중에서 일반경력 1년을 대체합니다.**

 **2. 전문대학에서 관련직종의 학과를 졸업하였거나 한국정부에서 발행한 해당 직종의 산업기사 자격증을 소지한 자는 일반경력 1년과 전문경력 1년을 대체합니다.**

**요구되는 지식 및 능력: 본 직책의 업무수행을 할 수 있는 우수한 적격자를 선별하기 위하여 응시자는 본 직책의 업무수행을 할 수 있는 아래와 같은 지식 및 능력을 갖추어야 합니다.**

1. **건물, 시설물, 구조물의 수리, 설치 및 부품교체를 할수 있도록 전동 공구및 장비를 사용하고 관리할 수 있는 기술이 있어야 합니다 .**
2. **작업에 필요한 지침을 읽고 이해할수 있는 능력이 있어야 합니다.**
3. **작업에 필요한 안전규정 및 절차에 대한 지식이 있어야 합니다.**

**기회균등에 관한 정책: 오산 미공군기지는 기회균등주를 실천하는 고용주입니다.  모든 응모자는 그들의 인종, 정치 혹은 종교적 신념, 피부색, 합법적인 특정 정치집단에 가입여부, 결혼여부, 성별, 나이, 혹은 원래국적 또는 신체적 장애 여부에 관계없이 동등한 고려를 받게될 것입니다.**

**고용 방침: 주한미군의 채용방침은 자격과 공적에 근거를 둡니다. 어떤 직원도 주한 미군기관에서 고용 혹은 승진을 교환조건으로 사례금을 요구 혹은 제공받을 수 없으며, 구직을 신청한 구직자의 권리행사를 방해할 수 없습니다. 그러한 사실을 범한 직원은 주한미군 기관에서 해고 대상이 됩니다. 이 방침에 위배되는 행위를 알고있는 사람은 즉시 오산기지 인사처장에게 군전화 784-6706으로 연락해 주시기 바랍니다.**

**신청 방법: 관심있는 오산미공군 인사처 관할 현직직원은 인사처 혹은 각 부대 행정계에서 현직자 배치 신청서** [**https://www.51fss.com/civilian-personnel-flight/**](https://www.51fss.com/civilian-personnel-flight/)**를 구입 작성한 후 전자메일주소:** **knstaffing@us.af.mil****이나 오산기지 제 51 병력지원대대 민간인 인사처 채용과 건물 936, 112호실로 마감일자까지 군우 96278-2065로 제출바랍니다. 현직직원 이직신청서를 전자메일주소** **knstaffing@us.af.mil****로 전송할때는 전자메일의 제목란에 지원하는 공고번호와 직위 및 등급을 기재하시기 바랍니다.**

**추가정보: 더 자세한 문의사항은 전화번호 784-6862혹은 평택지역전화 0505-784-6862로 연락바랍니다.**

 **이 영자**

 **한인 채용 과장**

 **민간인 인사처**

 **한인 직원들이 볼 수 있는 게시판에 붙여 주십시오.**

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**OAB-051-24**](#AF) OPENING DATE: 2 Oct 24

 CLOSING DATE: 11 Oct 24

**POSITION TITLE & GRADE**: Public Health Technician, KGS-0640-07

**SALARY**: Between 24378 – 35194 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** Defense Health Agency, 51st Operational Medical Readiness Squadron, Public Health Flight, Osan AB.

**AREA OF CONSIDERATION**: All current employees assigned with United States Air Forces, Korea (USAFK)

 (Priority Group 5)

**NOTE**: Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. Relocation allowances are not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES**: Serves as the primary manager of Food Safety and Public Facility Sanitation Program; projects the annual events, trains newly-assigned military colleagues, schedules monthly sanitary inspections for 12 public facilities and 51 food facilities to ensure compliance with food handler hygiene, appropriate food preparation/storage, equipment cleanliness, proper cooking/storage temperatures, serving conditions and food facility construction. IAW Tri-Service Food Code (AFMAN 48-147\_IP), USAF Food Safety Policies, DAFI 48-116, and DAFI 48-117. Analyzes sanitation reports and produces monthly and annual trend reports for the chain of command to prevent foodborne disease for the base population. Identifies discrepancies and provides corrective actions and recommendations to food facility managers during sanitation inspections. Reviews all completed inspection reports performed by food safety element colleagues and ensures proper rating scales are granted as regulated in the Food Code, otherwise, corrects the rating through discussion with PH leadership. Responsible for compiling and routing all unsatisfactory reports with pertinent recommendation and scientific explanation through PH Flight/CC, 51st OMRS/CC, 51st MDG/CC, 51st FW/CC, DeCA, and AAFES headquarters. Verifies and ensures ALFOODACTs are transmitted to food facilities, AAFES and DeCA management so that immediate corrective actions are taken. Reports negative and positive findings in the Veterinary Service Information Management System Subsistence Recalls application. Inspects and evaluates MREs on a quarterly basis to ensure safety of rations for consumption and determines proper extension of expiration dates as required. Projects and conducts food safety training annually for food facility managers base-wide, which includes not only food safety education but also the trend of sanitation discrepancies and preventive measures. Investigates and evaluates customer complaints, replies to agencies/customers and completes food quality reports. Inspects permanent and temporary public facilities IAW AFI 48-117 and AFI 34-144. Reviews staff’s immunization records and lab test results to meet the requirements mandated for each occupation category. Provides expertise and specific recommendations for routine, multidisciplinary and comprehensive health inspections. Performs the duties as a vector-borne disease manager; conducts medical entomology surveillance program, identifying pests capable of transmitting diseases to humans in support of base and peninsula-wide surveillance programs. Executes Vector Surveillance Program by collecting specimens using approved trapping protocols throughout Osan AB. Identifies FBI outbreaks and conducts investigations as appropriate. Evaluates FBI outbreaks IAW AFI 48-105, AFI 48-116 and the Tri-Service Food Code by gathering information from patients with a suspected FBI including symptoms, demographic data, food consumption history, medical data, test results, etc. to hypothesize the source of the illness. Determines suspected food facility and selects and submits food specimens for analysis with required documentation. Hypothesizes chain of events causing the outbreaks and recommends corrective and preventive actions. Serves as the assistant representative for the disease control program and provides substantive program advice. Performs preventive medicine and communicable disease control program. Applies epidemiological and statistical methods to identify and evaluate factors impacting disease morbidity and mortality. Responsible for monitoring disease trends in the ESSENCE (Electronic Surveillance System for Early Notification of Community-based Epidemics) program, investigates the alerts and warning and notifies medical professionals of trends and commonalities. Serves as alternate Medical Liaison Officer for 51st OMRS and 51st MDG. Responsible for simultaneous interpretation for 51st MDG Commander and squadron and flight commander during DV visits, conferences, seminars and meetings with USFK, ROKAF and local medical/health authorities. Responsible for translating and interpreting technical medical documentations, publications and forms. Maintains a close partnership with Songtan PHC, Pyeongtaek-si Sanitation Dept., ROKAF Aerospace Medical Center, ROKAF Aero Medical Squadron, Gyeonggi province environment institutes, KDCA, and many other health and medically-oriented agencies and sharing health-related information. Projects and arranges the conferences, information sharing events, and quarterly meetings with local health authorities to ensure an integrated public health program to protect base and community population. Performs other related duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPERIENCE:

1 year of specialized experience equivalent to the KGS-06 level in the specialty field in which the duties of the position are to be performed or in closely related lines of work.

SPECIALIZED EXPERIENCE: Progressively responsible technical experience in the specialty field in which the duties of the position are to be performed or in closely related lines of work. This experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE**

Education cannot be substituted for any experience requirement above the KGS-05 level.

**ENGLISH LANGUAGE COMPETENCY**:

 1. The American Language Course Placement Test (ALCPT) score of 70 or above and successfully passing the English Comprehension Interview (ECI) is required.

 2. The Test of English as a Foreign Language (TOEFL) score of 509 and higher the Test of English for International Communication (TOEIC) score of 650 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.

**(TOEFL또는 TOEIC 성적이 2년 만료일이 지났을경우 갱신된 성적을 제출 바랍니다.)**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITY (KSA’s)**: To be rated best qualified applicants must have demonstrated possession of the following KSA’s essential to the performance of the duties of the positions:

1. Knowledge of USFK, PACAF, KDCA, DAFIs regulations, polices and procedures related to Public Health.
2. Knowledge of the principles, practices, methods, and techniques of administering public health programs.
3. Ability to perform public health program work and managing public health activities which includes detecting, identifying and evaluating potential health hazards.
4. Ability to work Health Management programs that encompasses food safety and facility sanitation.
5. Ability to communicate effectively, both orally and in writing.

**EQUAL OPPORTUNITY STATEMENT**: Osan 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 qualifications 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 such 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 Osan Air Base Civilian Personnel Officer, telephone 784-6706.

**HOW TO APPLY**: All current employees assigned with USAFK desiring consideration must complete an In-Service Placement Application Form at <http://51fss.com/civilian-personnel-flight>, and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Office, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

**ADDITIONAL INFORMATION**: For more information on Korean National Employment Program, please contact Civilian Personnel Office, at 784-6862 or 0505-784-6862.

 YI, YONG CHA

 Chief, KN Staffing Section

 Civilian Personnel Flight

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

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**OAB-052-24**](#AF) OPENING DATE: 2 Oct 24

 CLOSING DATE: 11 Oct 24

**POSITION TITLE & GRADE**: Management Assistant, KGS-0344-07

**SALARY**: Between 24378 – 35194 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Communications Squadron, Knowledge Operations, Osan AB.

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

 (Priority Group 5)

**NOTE**: Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. Relocation allowances are not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES**: Appointed as the publications and Forms Manager (PFM), assists the supervisor’s oversight in publications and forms processing and management within their purview IAW DAFI 90-160, Publications and Forms Management. Works with the Publications Change Manager (PCM) to facilitate changes to publications and forms and provide publications and forms process assistance, as it pertains to their organizational level of responsibility. Assigns and tracks control numbers for MAJCOM/ FLDCOM and lower level publications and forms. Reviews applicable publications and forms to ensure compliance with DAFMAN 90-161, Publishing Processes and Procedures, and other applicable guidance before publishing. Ensures implementation of the guidance and procedures in this publication. Processes publications and forms actions. Tracks and conducts follow-up on publications and forms after submitting for processing and/or posting. Notifies Offices of Primary Responsibility (OPRs) when a publication or form is officially published via the Air Force Information Management Publishing Tool (AFIMPT). Reviews and coordinates on subordinate unit supplements to DAMAN 90-161 upon request or as appropriate. Initiates and tracks periodic and special reviews of publications and forms for owners to complete. Responds to questions from PCMs, OPRs, Action Officers (AOs) and subordinate units about current publications and forms management process or relay to supervisor for questions outside of their assigned processes. In conjunction with the senior communications, information, and knowledge manager and the OPR, provides information to supervisor to determine who maintains the official record sets for the organization’s publishing products. Ensures customers under their purview receive training on forms design software. Assists customers to schedule training on form development. Assists with scheduling form development training, tracking attendance, and responding to questions from within their unit. Assists the PCM in all matters pertaining to forms management, including proper analysis, design, form software licensing, and numbering from according to standards established by Air Force Departmental Publishing Office (AFDPO) or the appropriate MAJCOM, FLDCOM or FOA. Sends publication and form-related information to AFDPO for inventory control and placement in the product announcement and the product index (PI). Obtains feedback from users and evaluate the program to ensure objectives are achieved. Initiates corrective actions as necessary. Alerts OPRs when PFMs become aware of changes in higher headquarters publications that local publications implement. Interprets and/or translates from/to Korean/English to provide effective customer service, accomplishing necessary actions to resolve problems and carry out program policies. Creates from in Hangul and English. Performs other related duties as assigned.

**OTHER SIGNIFICANT FACTS**: Required to complete training on form design software from AFDPO. Considerable oral and written expertise of the English language is required on a daily basis to serve customers and coordinate with higher headquarters.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPERIENCE: One year of specialized experience at grade level of KGS-06 or equivalent experience.

SPECIALIZED EXPERIENCE: Experience which has equipped the candidate with the particular knowledge, skills, and abilities (KSAs) to successfully perform the duties of the position. To be credited, specialized experience must have been at least equivalent to the next lower grade level.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE**:

Education cannot be substituted for any experience requirement above the KGS-05 level.

**ENGLISH LANGUAGE COMPETENCY**:

 1. The American Language Course Placement Test (ALCPT) score of 70 or above and successfully passing the English Comprehension Interview (ECI) is required.

 2. The Test of English as a Foreign Language (TOEFL) score of 509 and higher the Test of English for International Communication (TOEIC) score of 650 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.

**(TOEFL또는 TOEIC 성적이 2년 만료일이 지났을경우 갱신된 성적을 제출 바랍니다.)**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITY (KSA’s)**: To be rated best qualified applicants must have demonstrated possession of the following KSA’s essential to the performance of the duties of the positions:

1. Knowledge of publication/forms management systems and establishment of new or revised management policies and to improve organizational and functional forms management procedures.
2. Skill in evaluative techniques to the identification, consideration, and resolution of issues or problems concerning efficiency and effectives of program operations.
3. Skill in proper analysis, design, form software licensing, and numbering forms according to standards established.
4. Technical skill/ability in the English language application of microcomputer hardware/software is required.
5. Considerable oral and written expertise of the English language is required on a daily basis to serve customers and coordinate with higher headquarters.

**EQUAL OPPORTUNITY STATEMENT**: Osan 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 qualifications 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 such 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 Osan Air Base Civilian Personnel Officer, telephone 784-6706.

**HOW TO APPLY**: All current employees assigned with United States Air Force, Korea (USAFK) desiring consideration must complete an In-Service Placement Application Form at <http://51fss.com/civilian-personnel-flight/>, and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Office, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

**ADDITIONAL INFORMATION**: For more information on Korean National Employment Program, please contact Civilian Personnel Office, at 784-6862 or 0505-784-6862.

 YI, YONG CHA

 Chief, KN Staffing Section

 Civilian Personnel Flight

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

 **MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER **[OAB-NAF-062-24](#NAF)** OPENING DATE: 01 Oct 24

 CLOSING DATE: 30 Sep 25

  **POSITION TITLE AND GRADE**: Food Service Worker, KWB-7408-02 (Part-Time)

**SALARY**: Between 13957–19789 Won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Force Support Squadron, Osan AB.

**AREA OF CONSIDERATION**: All current USFK employees (Priority Group 5). All registrants on the area reemployment priority list (ARPL) (Priority Group 6). Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7). Outside Korean National Applicant (Priority Group 8 & 9).

**NOTE**: 1. This is an Open Continuous Announcement that will be used for filling Food Service Worker, KWB-02, part- time for any of the facilities located within Osan AB until Sept 30, 2025. Qualified applicants will be considered and referred as vacancies become available. 2.Applicants applying under this vacancy announcement may be converted to full-time without further competition. 3.Priority Group 8 & 9 may be considered for the position when there are no eligible applicants from priority groups 1-7. 4. Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management.

**MAJOR DUTIES**: Sets up food service counters, steam tables, dining room tables, and side service stand with hot and cold foods including meats, vegetables, salads, desserts, bread, butter, ice cream, and beverages. Prepare vegetables and fruits for general cooking, salads, and desserts using machines or manual methods. Removes soiled dishes from tables and transports them to the dishwashing unit. Separates food waste and trash into separate garbage cans and trash cans. Cleans heavy cooking utensils or kitchen equipment such as deep fryers, mixers, meat slices, tenderizers, doughnut fryers, etc. Unloads supply trucks, lifting and moving such incoming supplies as meat, flour, fruit, vegetables, potatoes, rice, chickens, block ice, milk, and expendable supplies. Moves supplies to storeroom, segregates and stacks them in proper location and in position to use old supplies first. Performs a full range of janitorial duties in maintain the facility in an orderly clean condition at all times. After each meal, sweeps, mops, strips, scrubs, waxes, and polishes dining room floors using heavy powered equipment. Cleans walls and light fixtures, windows inside and outside of the dining facility using step ladders. Cleans storeroom, refrigerators, walk-in refrigerators, office, hallways and latrines. Removes trash and garbage cans from kitchen when become full, moves to garbage collection area near the dining facility, and washes and sanitizes the empty cans for reuse. Maintains garbage collection area in. Performs other duties as assigned. Working Conditions: Work requires continuous standing, walking and stopping, and requires heavy physical efforts (e.g., lifting and carrying supply boxes, trash cans, beverages weighing average 40-50 pounds). Working areas are uncomfortably hot and noisy. Is exposed to extreme temperature of the walk-in refrigerator, injuries from extreme heat and hot water, skin irritations from strong cleaning solutions and constantly using hot water of 180℉, and injuries from dropping heavy materials. There is danger of slipping on floors which are wet from frequent mopping, or where food or beverage has been dropped.

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

**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**: Osan 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 a 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 CPO or Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6706 or military telephone 784-6706.

**HOW TO APPLY:**

All current employees assigned with USAFK desiring consideration must complete an In-service Placement Application Form at https:/51fss.com/civilian-personnel-flight/, and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Office, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

Family members should submit one copy of USFK Form 130EK, Application for Employment and Family members of US military and civilian federal employees must submit family member status form, a copy of sponsor’s travel order and marriage certificate, to the Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCAXKN, and APO AP 96278-2065.

Non-Air Force employees and outside applicants should mail one copy of USFK Form 130EK, Application for Employment and supporting documents to the Kyongki-do, Pyongtaek-si, Songtan Post Office Box (SONGTAN-U-CHAE-KUK, SA SO HAM 18 HO) Postal Code 17757, Osan civilian Personnel Flight no later than closing date.

All applicants will be required to submit certificates of education, work experiences with tax deductions and license listed on the application. 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.

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

**ADDITIONAL** INFORMATION: For further information regarding this announcement, please contact Civilian Personnel Flight at 784-6862 or 0505-784-6862.

 YI, YONG CHA

 Chief, KN Staffing Section

 Civilian Personnel Flight

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

**오산미공군기지 민간인인사처**

 **한인직원 공석공고**

**공고번호: 오산기지-비세출-062-24 발행일자: 2024년 10월 01일**

**마감일자: 2025년 09월 30일**

**직책 및 급수: 취사원, 기능직 2급 (파트타임)**

**급여: 시간당13957원에서 19789원까지 (상여금 포함한 시간당 총급여액)**

**근무장소: 주한미공군, 오산기지**

**고려대상지역: 주한미군 현직직원 ( 우선순위5). 지역 재고용 우선 순위 명단에 등록되어 있는 주한미군 전직직원 (우선순위 6). 현재 한국에서 근무하고있는 미군장병 및 미국정부 기관에서 근무하고 있는 민간인의 부양가족 (우선순위 7). 외부구직자 (우선순위 8 &9)**

**알 림: 1. 본 공석공고는 2025년 9월 30일까지 주한미공군 오산기지 취사원 2급, 파트타임직에 지원자 서류를 받기위한 공고입니다. 자격요건을 갖춘 지원자는 공석이 있을시에 고려될 것입니다. 2. 본 공석공고 지원자는 차기에 경쟁없이 풀타임직으로 전환될 수 있습니다. 3. 외부구직자는 1-7순위에서 지원자가 없을시 고려될 것입니다. 4. 신규 채용된 비충당직원은 1년동안 다른 직위로의 이동은 책임자의 허가시에만 가능합니다.**

**주요 업무: 배식대, 음식보온대, 식탁등 육류, 야채, 샐러드, 디저트, 빵, 아이스크림, 그리고 음료수같은 음식물을 따뜻하게 혹은 차게해서 제공하는 부속대를 설치해야 합니다. 손이나 기계를 사용해서 요리, 샐러드, 디저트를 위해 야채와 과일을 준비합니다. 테이블에 있는 오염된 접시를 식기세척장치로 옮깁니다. 음식물 쓰레기를 분리하여 분리된 쓰레기 통으로 분리합니다. 폭이 깊은 프라이팬, 믹서, 고기 슬라이서, 연육기, 도넛 프라이팬 등을 깨끗이 정돈하고, 세척기, 믹서 와 같은 주방 기기들을 분해 세척해야 합니다. 보급품 트럭에서 고기, 밀가루, 과일, 야채, 감자, 쌀, 닭, 얼음, 우유같은 물품을 하차하여 창고와 주방으로 운반하고 오래된 물품들을 먼저 소모할수 있도록 정리, 배치하는 작업을 수행합니다. 식당시설이 정돈되고, 항상 청결히 유지되도록 모든 분야의 청결 업무를 담당해야 합니다. 전동장비를 이용해서 식당의 마루바닥을 쓸고, 닦고, 문지르고 광택을 내어 항상 깨끗하게 유지해야하며, 사다리를 이용해서 전등설비 및 식당 내, 외벽이나 창문등을 청소해야 합니다. 창고, 냉장고, 냉동실, 사무실 복도와 화장실등을 깨끗이 유지해야 합니다. 식당시설의 청결을 유지하기 위해 쓰레기를 주방에서 일정수거 지역으로 배출해야 하며, 비워진 쓰레기통을 세척하여 재사용하며, 쓰레기 수집장소를 깨끗하고 위생적으로 관리를 해야 합니다. 기타 부여된 업무를 수행합니다. 작업조건: 업무를 수행할때 계속 서서 걷고 구부려야 하는 육체적 중노동이 요구됩니다 (예를 들면 평균 40-50 파운드의 보급상자, 쓰레기통, 음료수들을 들어올리고 운반합니다). 작업장은 덥고 소음이 있습니다. 냉장고의 낮은 온도, 높은열과 뜨거운 물로 인한 화상, 강력한 세재용액등의 자극, 무거운 물건이 떨어져서 부상당할 위험이 있습니다. 엎질러진 음식물이나 음료수 또는 잦은 걸레질로 젖은 마루바닥에 미끄러질 위험성이 있습니다.**

**자격 요건: 경력 및 학력사항 필요없음.**

**면접 우선순위: 면접 우선권의 우선순위는 다음과 같습니다.**

 **1. 주한미군 한국인 현직직원**

 **2. 지역 재임용 우선순위에 등록된 주한미군 전직직원.**

 **3. 현재 한국에서 근무하고 있는 미국장병 및 미국정부 기관에서 근무하고 있는 민간인의 배우자 또는 부양가족**

 **4. 한국인 외부 구직자**

**기회균등에 관한 정책: 오산미공군기지는 기회균등주의를 실천하는 고용주 입니다. 모든 응모자는 그들의 인종, 정치 혹은 종교적 신념, 피부색, 합법적인 특정 정치집단에 가입여부, 결혼여부, 성별, 나이, 혹은 원래국적 또는 신체적 장애 여부에 관계없이 동등한 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 오산기지 인사처장에게 군전화 784-6706번이나 지역전화 0505-784-6706번으로 연락해 주시기 바랍니다.**

**신청 방법: 관심있는 오산미공군 인사처 관할 현직직원은 인사처 혹은 각 부대 행정계에서 현직자 이동 신청서를** <https://51fss.com/civilian-personnel-flight>/**구입 작성한 후 전자메일주소: knstaffing@us.af.mil이나 오산기지 제 51 병력지원대대 민간인 인사처 채용과 건물 936, 군우 96278-2065로 제출바랍니다. 현직직원이 현직자 이동 신청서를 이메일로 제출할때는 전자메일의 제목란에 공고 번호와 공고 직위 및 급수를 기재하시기 바랍니다.**

**현재 한국에서 주둔하고 있는 미군장병의 배우자나 부양가족 또는 미국 정부 기관에서 근무하고 있는 미국 민간인의 배우자나 부양가족 응시자로서 채용우선권의 요건에 맟는 응시자는 구직신청서 (주한미군 양식 130호) 1부와 부양가족 진술서 양식및 결혼증명서, 보호자의 근무발령장을 오산기지 제 51병력지원대대, 민간인 인사처 채용과, 건물 936, 112호실, 군우 96278-2065로 제출하시기 바랍니다.**

**타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군 양식 130EK)를 경기도 평택시 송탄우체국 사서함 18호, 우편번호 17757주한미공군 오산기지 한인 채용과 앞으로 마감날짜까지 우편으로 접수 하시기 바랍니다.**

**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 폐기 처리 됩니다. 구직신청서가 사본일경우에는 반드시 본인이 서명한후 제출바랍니다.**

**구직신청서 양식130EK는 오산기지 홈페이지** <https://51fss.com/civilian-personnel-flight>/ **에서 볼수 있습니다.**

**마감일자 이후에 본 인사처로 접수된 모든 지원서들은 고려되지 않으며 또한 인사처에 제출한 모든 서류는 일체 반송하지 않습니다. 제대로 작성되지 않은 구직 신청서및 우편접수 이외의 방법으로 제출된 지원서류들은 자동 폐기 됩니다.**

**추가정보: 더 자세한 문의사항은 전화번호 784-6862 또는 평택지역 전화 0505-784-6862로 연락바랍니다.**

**이 영 자**

 **한인채용과장**

 **민간인 인사처**

**한인 직원들이 볼수있는 게시판에 붙여 주십시요**

MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT

# KOREAN NATIONAL POSITION

## CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE

ANNOUNCEMENT NUMBER **[OAB-NAF-063-24](#NAF)** OPENING DATE: 01 Oct 24

 CLOSING DATE: 30 Sep 25

**POSITION TITLE AND GRADE**: Custodial Worker, KWB-3566-02, (Part-Time)

**SALARY**: Between 13957 – 19789 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Force Support Squadron, Turumi Lodge, Osan AB

**AREA OF CONSIDERATION**: All current USFK employees (Priority Group 5). All registrants on the area reemployment priority list (ARPL) (Priority Group 6). Eligible family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7). Outside Korean National Applicant (Priority Group 8 & 9).

**NOTE**: 1. This is an Open Continuous Announcement that will be used for filling Custodial Worker, KWB-02, part- time for any of the facilities located within Osan AB until Sept 30, 2025. Qualified applicants will be considered and referred as vacancies become available. 2.Applicants applying under this vacancy announcement may be converted to full-time without further competition. 3. Priority Group 8 & 9 may be considered for the position when there are no eligible applicants from priority groups 1-7. 4. Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management.

**MAJOR DUTIES**: Cleans lodging guest rooms, corridors, stairways, facilities, and other assigned lodging areas. Sweeps, dry mops, scrubs, waxes, and polishes floors, using brooms, mops, lightweight vacuum cleaners, and lightweight floor scrubbers and buffers. Dusts, waxes, and polishes furniture. Cleans and sanitizes guest room refrigerator, cooking appliances, cooking utensils and dishes. Empties ashtrays and wastebaskets. Polishes door knobs and other metal fixtures. Washes walls, windows, and blinds that can be reached without climbing ladders or scaffolds. Makes beds and changes linen. Collects soiled linen and places it at a pickup point. Receives clean linen and delivers it where directed. Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks, and water fountains. Dusts ledges and woodwork. Physical Effort: The work involves light physical effort, such as that involved in using vacuum cleaners and dry mops; running lightweight powered scrubbers and buffers; continually standing, bending, stooping, and reaching; frequently lifting and emptying wastebaskets; frequently pushing cars loaded with dirty laundry or wastepaper; occasionally lifting and carrying items weighing up to 20 pounds. Working Conditions: Normally works indoors in a well-lighted and heated facility. Exposed to dirt, disagreeable odors, and possibility of minor injuries (cuts and bruises).

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

**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**: Osan 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 a 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 CPO or Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6706 or military telephone 784-6706.

**HOW TO APPLY:**

All current employees assigned with USAFK desiring consideration must complete an In-service Placement Application Form at <https://51fss.com/civilian-personnel-flight>/, and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Office, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

Eligible family members should submit one copy of USFK Form 130EK, Application for Employment and Family members of US military and civilian federal employees must submit family member status form, a copy of sponsor’s travel order and marriage certificate, to the Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCAXKN, and APO AP 96278-2065.

Non-Air Force employees and outside applicants should mail one copy of USFK Form 130EK, Application for Employment and supporting documents to the Kyongki-do, Pyongtaek-si, Songtan Post Office Box (SONGTAN-U-CHAE-KUK, SA SO HAM 18 HO) Postal Code 17757, Osan civilian Personnel Flight no later than closing date.

All applicants will be required to submit certificates of education, work experiences with tax deductions and license listed on the application. 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.

USFK Form 130EK is available at the Osan AB home page on the web site: <https://51fss.com/civilian-personnel-flight>/

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

**ADDITIONAL INFORMATION**: For further information regarding this announcement, please contact Civilian Personnel Flight at 784-6862 or 0505-784-6862.

 YI, YONG CHA

 Chief, KN Staffing Section

 Civilian Personnel Flight

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

**미공군오산기지 민간인 인사처**

**한인직원 공석공고**

**공고 번호: 오산기지-비세출-063-24 발행 일자: 2024년 10월 01일**

 **마감일자: 2025년 09월 30일**

**직책 및 급수: 사환, 기능직 2급 (파트타임)**

**급 여: 시간당 13957원에서 19789원까지 (상여금 포함한 시간당 총 급여액)**

**근무 장소: 주한미공군 오산기지 두루미 호텔**

**고려대상지역: 주한미군 현직직원 ( 우선순위5). 지역 재고용 우선순위 명단에 등록되어 있는 주한미군 전직 직원 (우선순위 6). 현재 한국에서 근무하고있는 미군장병 및 미국정부 기관에서 근무하고 있는 민간인의 부양가족 (우선순위 7). 외부구직자 (우선순위 8 & 9)**

**알 림: 1. 본 공석공고는 2025년 9월 30일까지 주한미공군 오산기지 사환 기능직 2급, 파트타임직에 지원자 서류를 받기위한 공고입니다. 자격요건을 갖춘 지원자는 공석이 있을시에 고려될 것입니다. 2. 본 공석공고 지원자는 차기에 경쟁없이 풀타임직으로 전환될 수 있습니다. 3. 외부구직자는 1-7순위에 지원자가 없을시 고려될 것입니다. 4. 신규 채용된 비충당직원은 1년동안 다른 직위로의 이동은 책임자의 허가시에만 가능합니다.**

**주요 업무: 숙소의 객실, 복도, 계단, 시설 및 기타 주어진 숙박 공간을 청소합니다. 비나 걸레, 가벼운 진공청소기등 여러가지 청소기구를 이용하여 쓸고 닦고 왁스칠하여 광택을 냅니다. 가구의 먼지를 털고 왁스칠을 하며 광을 냅니다. 객실의 냉장고, 조리 도구나 가전제품 그리고 식기등을 세척하고 소독합니다. 재털이나 휴지통을 비웁니다. 문손잡이와 다른 금속 장식물등을 연마합니다. 발판이나 사다리가 필요없는 손이 닿을수있는 벽이나 창문 블라인드등을 세척합니다. 침대를 정리하고 시트를 교체합니다. 오염된 시트를 모아 픽업장소에 놓습니다. 깨끗한 시트를 받아서 지시된 곳에 전달합니다. 세면대, 소변기 변기등을 세척, 소독, 탈취합니다. 거울, 싱크대, 음료수대를 청소합니다. 난간과 목조 부분의 먼지도 청소 합니다. 신체적 활동: 본 직종은 진공청소기나 마른걸레질등을 하는 가벼운 신체 활동이 필요 합니다. 또한 전기 청소용품등을 다루며 계속적으로 서있거나 허리를 구부리거나 손을 뻗는등의 기벼운 신체활동이 요구됩니다. 휴지통을 들거나 비우고 오염된 세탁물이나 폐지가 채워진 카트를 밀어서 운반합니다. 가끔은 20파운드에 가까운 물건을 들어 올리고 운반합니다. 근무조건: 주로 환하고 냉난방이 잘된 실내에서 작업합니다. 지저분한 냄새에 노출되거나 베이는등의 상처나 멍이드는 부상의 가능성이 있습니다.**

**자격요건: 경력 및 학력사항 필요없습니다.**

**면접 우선순위: 면접 우선권의 우선순위는 다음과 같습니다.**

 **1. 주한미군 한국인 현직직원**

 **2. 지역 재임용 우선순위에 등록된 주한미군 전직직원.**

 **3. 현재 한국에서 근무하고 있는 미국장병 및 미국정부 기관에서 근무하고 있는 민간인의 배우자 또는 부양가족**

 **4. 한국인 외부 구직자**

**기회균등에 관한 정책: 오산미공군기지는 기회균등주의를 실천하는 고용주 입니다. 모든 응모자는 그들의 인종, 정치 혹은 종교적 신념, 피부색, 합법적인 특정 정치집단에 가입여부, 결혼여부, 성별, 나이, 혹은 원래국적 또는 신체적 장애 여부에 관계없이 동등한 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 오산기지 인사처장에게 군전화 784-6706번이나 지역전화 0505-784-6706번으로 연락해 주시기 바랍니다.**

**신청 방법: 관심있는 오산미공군 인사처 관할 현직직원은 인사처 혹은 각 부대 행정계에서 현직자 이동 신청서를** <https://51fss.com/civilian-personnel-flight>/**작성한 후 전자메일주소: knstaffing@us.af.mil이나 오산기지 제 51 병력지원대대 민간인 인사처 채용과 건물 936, 군우 96278-2065로 제출바랍니다. 현직직원이 현직자 이동 신청서를 이메일로 제출할때 전자메일의 제목란에 공고 번호와 공고 직위 및 급수를 기재하시기 바랍니다.**

**현재 한국에서 주둔하고 있는 미군장병의 배우자나 부양가족 또는 미국 정부 기관에서 근무하고 있는 미국 민간인의 배우자나 부양가족 응시자로서 채용우선권의 요건에 맟는 응시자는 구직신청서 (주한미군 양식 130호) 1부와 부양가족 진술서 양식및 결혼증명서, 보호자의 근무발령장을 오산기지 제 51병력지원대대, 민간인 인사처 채용과, 건물 936, 112호실, 군우 96278-2065로 제출하시기 바랍니다.**

**타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군 양식 130EK)를 경기도 평택시 송탄우체국 사서함 18호, 우편번호 17757주한미공군 오산기지 한인 채용과 앞으로 마감날짜까지 우편접수 하시기 바랍니다.**

**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 폐기 처리 됩니다. 구직신청서가 사본일경우에는 반드시 본인이 서명한후 제출바랍니다.**

**구직신청서 양식130EK는 오산기지 홈페이지** <https://51fss.com/civilian-personnel-flight>/ **에서 볼수 있습니다.**

**마감일자 이후에 본 인사처로 접수된 모든 지원서들은 접수되지 않으며 또한 인사처에 제출한 모든 서류는 일체 반송하지 않습니다. 제대로 작성되지 않은 구직 신청서및 우편접수 이외의 방법으로 제출된 지원서류들은 자동 폐기 됩니다.**

**추가정보: 더 자세한 문의사항은 전화번호 784-6862 또는 지역 전화 0505-784-6862로 연락바랍니다.**

 **이 영 자**

 **한인채용과장**

 **민간인 인사처**

**한인 직원들이 볼수있는 게시판에 붙여 주십시요**

 **MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: **[OAB-NAF-064-24](#NAF)** OPENING DATE: 01 Oct 24

 CLOSING DATE: 30 Sep 25

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

**SALARY**: Between 15286 – 21755 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Force Support Squadron/Community Services Flight, Osan AB.

**AREA OF CONSIDERATION**: All current USFK employees (Priority Group 5). All registrants on the area reemployment priority list (ARPL) (Priority Group 6). Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7). Outside Korean National Applicant (Priority Group 8 & 9).

**NOTE**: 1. This is an Open Continuously Announcement that will be used for filling Cook Junior, KWB-03, part-time for any of the facilities located within Osan AB until Sept 30, 2025. Qualified applicants will be considered and referred as vacancies become available. 2. Applicants applying under this vacancy announcement may be converted full-time without further competition.

3. Priority Group 8 & 9 may be considered for the position when there are no eligible applicants from priority groups 1-7. 4. Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management.

**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 beverages. Operates various mixers, grinders, steam kettles, electrical urns and other powered and mechanical kitchen equipment used in the preparation and service of food. Performs other duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPERIENCE: One year of general experience

GENERAL EXPERIENCE: Actual work experience as a trainee, helper, or other work related to the trade or craft for which being considered.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE**: Graduation from technical high school in the field related, successful completion of formal training courses (at least 90 days duration) or possession of a valid license or certificate of competency issued by the ROKG may be substituted for required 1 year of general experience.

**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.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITY**:

 a. Knowledge of assist cooks as required in the preparation and serving food.

 b. Knowledge of English language.

 c. Knowledge of cooking ingredients.

**EMPLOYEE CONSIDEREATION 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. Family member of U.S. Armed Forces members whose duty station is in Korea.
4. All other qualified applicants.

**EQUAL OPPORTUNITY STATEMENT**: Osan 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 CPO or Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6706 or military telephone 784-6706.

**HOW TO APPLY**: All current employees assigned with United States Air Force, Korea (USAFK) desiring consideration must complete an In-Service Placement Application Form at <https://51fss.com/civilian-personnel-flight>/, and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCA, APO AP 96278-2065 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

Family members should submit one copy of USFK Form 130EK, Application for Employment and Family members of US military and civilian federal employees must submit family member status from, a copy of sponsor’s travel order and marriage certificate, to the Osan Civilian Personnel Office, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065.

Non-Air Force employees and outside applicants should mail one copy of USFK Form 130EK, Application for Employment and supporting documents to the Kyongki-do, Pyongtaek-si, Songtan Post Office (SONGTAN-U-CHAE-KUK, SA SO HAM 18 HO), Postal Code 17757, Osan Civilian Personnel Flight no later than 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 must 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.

USFK Form 130EK is available at the Osan AB home page on the web site: <https://51fss.com/civilian-personnel-flight>/

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

**참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군 양식 130EK) 와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세 원천 증명서) 을 인정할수 있는 제반 증명서와 함께 <경기도 평택시 송탄우체국 사서함 18호 주한미공군 오산기지 한인채용과> 앞으로 마감날자까지 반드시 우편접수로 하시기 바랍니다.**

**ADDITIONAL INFORMATION**: For more information on Korean National Employment Program, please contact Civilian Personnel Office, at 784-6862 or 0505-784-6862.

 YI, YONG CHA

 Chief, KN Staffing

 Civilian Personnel Flight

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

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: **[OAB-NAF-065-24](#NAF)** OPENING DATE: 01 Oct 24

 CLOSING DATE: 30 Sep 25

**POSITION TITLE, GRADE**: Baker Junior, KWB-7402-03 (Part -Time)

**SALARY**: Between 15286 – 21755 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Force Support Squadron/Community Services Flight, Osan Club Complex, Osan AB.

**AREA OF CONSIDERATION**: All current USFK employees (Priority Group 5). All registrants on the area reemployment priority list (ARPL) (Priority Group 6). Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7). Outside Korean National Applicant (Priority Group 8 & 9).

**NOTE**: 1. This is an Open Continuous Announcement that will be used for filling Baker Junior, KWB-03, part- time for any of the facilities located within Osan AB until Sept 30, 2025. Qualified applicants will be considered and referred as vacancies become available. 2.Applicants applying under this vacancy announcement may be converted to full-time without further competition. 3**.** Priority Group 8 & 9 may be considered for the position when there are no eligible applicants from priority groups 1-7. 4. Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management.

**MAJOR DUTIES**: Assists bakers as required in the preparation and serving of bakery products. Selects, weighs, measures and mixes the ingredients then bakes such products as bread, pies, pastries, biscuits, cakes, cookies and rolls. Uses rollers, sifters, mixers and other bakery equipment. Performs other duties as assigned. Working Conditions: Works in areas continuously exposed to heat from stoves and ovens. There is always danger of burns from hot food, grease, steam sterilizer and oven.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPERIENCE: One year of general experience

GENERAL EXPERIENCE: Actual work experience as a trainee, helper, or other work related to the trade or craft for which being considered.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE**: Graduation from technical high school in the field related, successful completion of formal training courses (at least 90 days duration) or possession of a valid license or certificate of competency issued by the ROKG may be substituted for required 1 year of general experience.

**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.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITY**:

1. Ability to use kitchen utensils and equipment.

2. Knowledge of baking ingredients.

3. Ability to communicate effectively in English, both orally and in writing.

**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**: Osan 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 a 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 CPO or Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6706 or military telephone 784-6706.

**HOW TO APPLY:** All current employees assigned with USAFK desiring consideration must complete an In-service Placement Application Form at <https://51fss.com/civilian-personnel-flight/>, and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

Family members should submit one copy of USFK Form 130EK, Application for Employment and Family members of US military and civilian federal employees must submit family member status form, a copy of sponsor’s travel order and marriage certificate, to the Osan Civilian Personnel Office, Bldg 936, Room 112, 51 FSS/FSCAXKN, and APO AP 96278-2065.

Non-Air Force employees and outside applicants should mail one copy of USFK Form 130EK, Application for Employment and supporting documents to the Kyongki-do, Pyongtaek-si, Songtan Post Office Box (SONGTAN-U-CHAE-KUK, SA SO HAM 18 HO) Postal Code 17757, Osan civilian Personnel Flight no later than closing date.

All applicants will be required to submit certificates of education, work experiences with tax deductions and license listed on the application. 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.

USFK Form 130EK is available at the Osan AB home page on the web site: <https://51fss.com/civilian-personnel-flight/>,under Civilian Personnel.

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

**참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군 양식 130EK) 와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세 원천 증명서) 을 인정할수 있는 제반 증명서와 함께 <경기도 평택시 송탄우체국 사서함 18호 주한미공군 오산기지 한인채용과> 앞으로 마감날자까지 반드시 우편접수로 하시기 바랍니다.**

**ADDITIONAL INFORMATION**: For further information regarding this announcement, please contact Civilian Personnel Flight at 784-6862 or 0505-784-6862.

 YI, YONG CHA

 Chief, KN Staffing Section

 Civilian Personnel Flight

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

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER **[OAB-NAF-058-24](#NAF)** OPENING DATE: 02 Oct 24

 CLOSING DATE: 29 Oct 24

 1st Cut Off: 15 Oct 24

**POSITION TITLE AND GRADE**: Food Deliverer, KWB-7401-03 (Part-Time)

**SALARY**: Between 15286–21755 Won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Force Support Squadron/Community Services Flight, Osan Club Complex, Checkertails.

**AREA OF CONSIDERATION**: All current USFK employees (Priority Group 5)

**NOTE**: **1.** Applicants applying under this vacancy announcement may be converted to full-time without further competition. **2**. 1st cut-off date for referral of eligible applications will be Oct 15, 2024. Applications received after 1st cut-off date will not be referred once the position has been filled. 3. Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management.

**MAJOR DUTIES**: Operates a variety of motor vehicles (approximate weight up to 10,000 pounds) to transport and deliver pizza, sandwiches, soft drinks, beer and a limited variety of hot/cold food items to customers located on and off the installation. Ensures products are delivered to customers according to quality standards established by management (i.e., freshly prepared foods delivered hot or cold, as appropriate, and in timely manner). Determines easiest route to take, consolidates multiple orders to ensure timely delivery. Obeys all traffic laws and safety regulations. Performs and documents vehicle operator maintenance, such as checking fluid levels, air pressure in tires, cleaning and washing vehicles. Accepts payment and makes change from customer. Presents money to the cashier. Assists food service cashiers in the setup of napkins, condiments and other items necessary for To Go orders. Helps keep work area clean. Performs other duties as assigned. OTHER SIGNFICANT FACTS: Must have the ability to read and understand written and oral instructions and perform common arithmetic problems associated with receiving payment from customers, making change and preparing cash reports. Basic skill in all facets of driving small to medium size cars. Must have knowledge of general sanitation principles to safeguard food against spoilage and waste. Skill in organizing work assignments in a logical sequence in order to execute tasks quickly and accurately. Knowledge of defensive driving techniques, including skill to recognize developing road and traffic conditions and the judgement to select alternate routes to avoid potential problems. A driver’s license is required. Needs to be minimally proficient in speaking and reading English.

**MINIMUM QUALIFICATION REQUIREMENTS**: No prior experience or education is required. Applicants must possess a ROK driver’s license and successfully pass a USFK performance test for the type of equipment to be operated.

**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.

**REQUIRED KNOWLEDGE, ABILITY, AND SKILLS (KSA’s);** To be rated best qualified applicants must have demonstrated possession of the following KSA’s essential to the performance of the duties of the positions:

 a. Ability to read and understand written and oral instructions.

 b. Knowledge of general sanitation principles to safeguard food against spoilage and waste.

 c. Skill in reading and understanding a road map to determine the shortest and safest route to take.

 d. Incumbent needs to be minimally proficient in speaking and reading English.

**EQUAL OPPORTUNITY STATEMENT**: Osan 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 a 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 CPO or Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6706 or military telephone 784-6706.

**HOW TO APPLY:** All current employees assigned with USAFK desiring consideration must complete an In-service Placement Application Form at <https://51fss.com/civilian-personnel-flight/>, and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

Non-Air Force employees should mail one copy of USFK Form 130EK, Application for Employment and supporting documents to the Kyongki-do, Pyongtaek-si, Songtan Post Office Box (SONGTAN-U-CHAE-KUK, SA SO HAM 18 HO) Postal Code 17757, Osan civilian Personnel Flight no later than closing date.

All applicants will be required to submit certificates of education, work experiences with tax deductions and license listed on the application. 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.

USFK Form 130EK is available at the Osan AB home page on the web site: <https://51fss.com/civilian-personnel-flight/>,under Civilian Personnel.

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

**참조: 타 인사처 관할 주한미군 현직직원는 구직신청서 (주한미군 양식 130EK) 와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세 원천 증명서) 을 인정할수 있는 제반 증명서와 함께 <경기도 평택시 송탄우체국 사서함 18호 주한미공군 오산기지 한인채용과> 앞으로 마감날짜까지 반드시 우편으로 접수 하시기 바랍니다.**

**ADDITIONAL INFORMATION**: For further information regarding this announcement, please contact Civilian Personnel Flight at 784-6862 or 0505-784-6862.

 YI, YONG CHA

 Chief, KN Staffing Section

 Civilian Personnel Flight

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

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

# KOREAN NATIONAL POSITION

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER **[OAB-NAF-059-24](#NAF)** OPENING DATE: 02 Oct 24

 CLOSING DATE: 11 Oct 24

 **POSITION TITLE AND GRADE**: Recreation Assistant (Outdoor Activities), KGS-0189-04 (Part Time)

**SALARY**: Between 17113–24450 Won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Force Support Squadron/Community Support Flight/Outdoor Recreation, Osan 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 NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management.

**MAJOR DUTIES**: Performs routine clerical work to provide assistance to recreation specialist on basis of specific instruction. Receives telephone calls and visitors and provides general information of recreation activities as operated; provides customers with information on points of scenic in Korea, bus and train schedule, resorts and current entertainment facilities; maintains recreational equipment and tools and catalogues. Performs work involved in assisting recreation specialist of higher grade in leading individual portions of the overall Outdoor Recreation program. Performs a variety of tasks concerned with the nontechnical aspects of shop operation keeps records; files material; stores tools, equipment. Is responsible for ensuring cleanliness of area. Observes and enforces safety rules. Proficient in ReeTrac POS system performed. Performs work involved in assisting recreation specialist of higher grade in leading one or more indoor and outdoor sports such as skiing, snowboarding, rafting, hiking, biking and camping. Receives and issues and equipment, maintaining logbook and obtaining signatures from users. Performs various repairs to bicycle, skiing and snowboard equipment. Maintains Outdoor Recreation Pavilions, Main Gate Food Booth and both the Mustang and Defender swimming pools. Performs other duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPERIENCE: One year of general experience.

GENERAL EXPERIENCE: 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 of two years above the high school level in a ROKG authorized or recognized college, university may be substituted for the experience required at grade KGS-4.

**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 of 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 and TOEIC scores the valid for two years from the exam date.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITY**:

 a. Knowledge of the basic principles, procedures, and operation of an outdoor recreation program.

 b. Knowledge of safety regulations.

 c. Ability communicates effectively orally and in writing.

**EQUAL OPPORTUNITY STATEMENT**: Osan 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 qualifications 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 Osan Air Base Civilian Personnel Officer, telephone 784-6706.

**HOW TO APPLY**: All current employees assigned with United States Air Force, Korea (USAFK) desiring consideration must complete an In-Service Placement Application Form at <https://51fss.com/civilian-personnel-flight/>, and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Office, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

**ADDITIONAL INFORMATION**: For more information on Korean National Employment Program, please contact Civilian Personnel Flight, at 784-6862 or 0505-784-6862.

 YI, YONG CHA

 Chief, KN Staffing Section

 Civilian Personnel Flight

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

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: **[OAB-NAF-060-24](#NAF)**  OPENING DATE: 02 Oct 24

 CLOSING DATE: 11 Oct 24

**POSITION TITLE & GRADE**: Forklift Operator (Materials Handler), KWB-5704-05 (Full-Time)

**SALARY**: Between 17622 – 25209 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Force Support Squadron, Resource Management Flight, NAF Central Warehouse, Osan AB.

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

 (Priority Group 5)

**NOTE**: Newly hired NAF employees are required to serve no less than one 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**: Operates electric, diesel or gasoline powered forklifts to load, unload, stack, instead, and move boxes, crates, packages and pallets of materials or loose items. Regulates forklifts and exercising care to avoid overloading or improper stacking and movement of supplies and materials. Operates forklifts indoors, outdoor, cold and dry storage areas. Performs driver’s maintenance in accordance with established rules and regulations. Performs other duties as assigned. Working Conditions: Works inside and outside in cold, damp, drafty, and hot areas and in varying terrain and weather conditions. Subject to dust, noise and fumes, injury from falling objects and collisions.

**MINIMUM QUALIFICATION REQUIREMENTS**: Must possess a ROKG Fork Lift Operator’s license and successfully pass a USFK performance test for the type of equipment to be operated.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITY (KSA’s)**: To be rated best qualified applicants must have demonstrated possession of the following KSA’s essential to the performance of the duties of the positions:

1. Skill in operating electric, diesel or gasoline powered forklifts.
2. Ability to work inside and outside under all weather conditions.

**EQUAL OPPORTUNITY STATEMENT**: Osan 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 qualifications 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 such 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 Osan Air Base Civilian Personnel Officer, telephone 784-6706.

**HOW TO APPLY**: All current employees assigned with USAFK desiring consideration must complete an In-Service Placement Application Form at [http:/51fss.com/civilian-personnel-flight](http://www.51fss.com/civilian-personnel-flight), and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Office, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

**ADDITIONAL INFORMATION**: For more information on Korean National Employment Program, please contact Civilian Personnel Office, at 784-6862 or 0505-784-6862.

 YI, YONG CHA

 Chief, KN Staffing Section

 Civilian Personnel Flight

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

**오산미공군기지 민간인인사처**

**한인직원 공석공고**

**공석공고 번호: OAB-NAF-060-24 발행 일자: 2024년 10월 02일**

 **마감 일자: 2024년 10월 11일**

**직책 및 급수: 지게차 운전기사 (물품관리), 기능직 5급**

**급 여: 시간당 17622원에서 25209원까지 (상여금 포함한 시간당 총 급여액)**

**근무 장소: 주한 미공군 오산기지, 비충당 저장 창고.**

**고려대상지역: 주한미공군 오산인사처 관할 현직 직원 (제 5순위)**

**알 림: 신규채용된 비충당 직원은 1년동안 다른 직위로의 이동은 책임자의 허가시에만 가능합니다. 근무지역외의 주한미군 직원 채용시에 이사비용이 지급되지 않습니다.**

**주요 업무: 전기, 디젤 또는 가솔린 동력 지게차를 이용해서 물건을 적재, 하역, 쌓는 업무와 상자, 포장상자, 포장물 또는 느스한 품콕의 팔레트를 이동하는 업무를 합니다. 지게차의 규정을 준수하고 과적재나 부적절한 적재 및 자재 이동을 피하기 위해 주의합니다. 지게차를 실내, 실외, 냉동 창고 및 건조 보관 구역에서 운전합니다. 정해진 규칙 및 규정에 따라 운전자의 유지보수를 수행합니다. 주어진 기타 관련 작업 업무를 수행합니다. 작업조건: 작업은 다양한 날씨조건인 춥고, 덥고, 건조하고 습한 실내 및 실외에서 작업 합니다. 먼지, 소움, 연기에 노출되며, 낙하 물체와 충돌로 인한 부상의 위험이 있습니다.**

**자격요건: 대한민국 지게차 면허증을 소지하여야 합니다. 주한미공군에서 시행하는 소정의 지게차 운전시험에 합격하여야 한다.**

**요구되는 지식, 능력 및 기능: 가장 자격이 맞는 평가를 받기 위해서는 구직 신청자들은 이 직책을 수행하는데 필수적으로 다음과 같은 지식, 능력 및 기술을 갖추어야 합니다.**

1. **전기 디젤 또는 가솔린 동력 지게차를 운전할 수 있어야 합니다.**
2. **모든 날씨조건에서 실내 및 실외에서 작업할수 있는 능력이 있어야 합니다.**

**기회균등주의 성명서: 오산미공군기지는 기회균등주의를 실천하는 고용주입니다. 모든 응모자는 그들의 인종, 정치 혹은 종교적 신념, 피부색, 합법적인 특정 정치집단에 가입여부, 결혼여부, 성별, 나이, 원래국적 혹은 신체적 장애 여부에 관계없이 동등한 고려를 받게 될것입니다.**

**고용 방침: 주한미군의 채용방침은 자격과 공적에 근거를 둡니다. 어떤 직원도 주한 미군기관에서 고용 혹은 승진을 교환조건으로 사례금을 요구 혹은 제공받을 수 없으며, 구직을 신청한 구직자의 권리행사를 방해할 수 없습니다. 그러한 사실을 범한 직원은 주한미군 기관에서 해고 대상이 됩니다. 이 방침에 위배되는 행위를 알고있는 사람은 즉시 오산기지 인사처장에게 전화 784-6706으로 연락해 주시기 바랍니다.**

**신청 방법: 관심있는 오산미공군 인사처 관할 현직직원은 인사처 혹은 각 부대 행정계에서 현직자 이동신청서** [**https://51fss.com/civilian-personnel-flight/**](https://51fss.com/civilian-personnel-flight/)**를 구입 작성한후 전자메일 주소:** **knstaffing@us.af.mil****이나 오산기지 제51 병력지원대대, 민간인 인사처 채용과 건물 936, 112호실로 마감일자까지 제출 하시기 바랍니다. 현직직원 이동신청서를 전자메일로 제출하실 경우, 반드시 전자메일 제목란에 응모하고자하는 공고번호와 직종을 기재하시기 바랍니다.**

**추가정보: 더 자세한 문의사항은 전화번호 784-6862혹은 지역전화 0505-784-6862 로 연락바랍니다.**

**이 영 자**

 **한인채용과장**

 **민간인 인사처**

 **한인 직원들이 볼 수 있는 게시판에 붙여 주십시요**

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER **[OAB-NAF-061-24](#NAF)** OPENING DATE: 02 Oct 24

 CLOSING DATE: 29 Oct 24

 1st Cut Off: 15 Oct 24

**POSITION TITLE, GRADE**: Maintenance Mechanic, KWB-4749-07

**SALARY**: Between 19580 - 28106 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Force Support Squadron/Community Services Flight, Osan AB.

**AREA OF CONSIDERATION**: All current USFK employees (Priority Group 5). All registrants on the area reemployment priority list (ARPL) (Priority Group 6). Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7). Outside Korean National Applicant (Priority Group 8 & 9).

**NOTE**: 1. 1st cut-off date for referral of eligible applications will be Oct 15, 2024. Applications received after 1st cut-off date will not be referred once the position has been filled. 2. Priority Group 8 & 9 may be considered for the position when there are no eligible applicants from priority groups 1-7. 3. Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. 4. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES**: Performs a wide variety of skilled craft work (within the scope of preventive maintenance procedures) involving the inspection, repair and maintenance of buildings, facilities and structures as well as the installation of mechanical and utility equipment. Electrical, carpentry, plumbing, repair, sheet-metal, painting, refrigeration and air-conditioning skills may be required. Makes minor repairs to buildings, electric wiring and fixtures, hot water heaters and pipe connections in addition to a variety of appliances, kitchen equipment. Replaces inoperative or worn parts in accordance with manufacture’s diagrams. Conducts periodic inspections on buildings, facilities and structures to identify major defects requiring repair and/or parts replacement, and scheduled preventive maintenance inspections on appliances, equipment, and major NAF fixed asset of the Community Services Flight. Makes a recommendation to Facility Manager on facility upgrades and problem areas. May includes activities are performed on a day-to-day basis in accordance with predetermined storage plants and procedures, any clerical or administrative work performed is incidental to primary physical warehousing duties. Plans and lays out work in accordance with drawings, sketches, repair manuals, blue prints and using own knowledge of needed repairs. Selects materials and supplies. Measures and cuts materials to the required lengths and dimensions for installing or replacing materials. Paints a variety of surfaces of equipment; fabricates, assembles, and installs repair parts and materials as necessary. Operates government vehicles from the one location to another when assigned duty requires. Performs other duties as assigned. Working Conditions: Work is performed both inside and outside. Inside work is usually in buildings adequately heated, lighted and ventilated; subject to shocks and burns when working on electric line; exposed to mud and water, exposed to disagreeable odors, smoke and fumes. Injuries may occur in lifting heavy pieces of lumber or equipment. There are the dangers of cuts, falls, burns, injuries from hand and power tools. Must wear OSHA required safety equipment and/or Personal Protective Equipment (PPE) as necessitated by the type of work being performed. Required to have GOV license.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPERIENCE: One (1) year of general experience plus One (1) year of specialized experience.

GENERAL EXPERIENCE: Actual work experience as a trainee, helper, or other work related to the trade or craft for which being considered.

SPECIALIZED EXPERIENCE: Experience at the "Junior", or higher level, in the work related to trade or craft for which being considered.

**SUBSTITUTION**:

1. Graduation from high school in the field related to the job for which being considered, successful completion of formal training course (at least 90 days duration) in a recognized trade school in the trade or craft of the job for which being considered, or possession of a valid license or certificate of competency issued by the ROKG attesting to proficiency as craftsman in the trade or craft of the job for which being considered may be substituted for 1 year of general experience.

2. Graduation from technical junior college in the field related to the job for which being considered or possession of license or certificate of competency issued by the ROKG attesting to proficiency as an industrial engineer in the trade or craft of the job for which being considered may be substituted for 1 year of general and 1 year of specialized experience required.

**REQUIRED KNOWLEDGE, SKILL AND ABILITIES (KSA's)**: To be rated best qualified applicants must have demonstrated possession of the following KSA’s essential to the performance of the duties of the position:

1. Knowledge of the theory and principles by which refrigeration and air conditioning equipment and component system function.
2. Ability to interpret instructions, specifications that includes reading blueprint.
3. Knowledge of operating electrical, carpentry, plumbing, stove repair, sheet-metal, painting, refrigeration and air-condition.
4. Skill in operating and maintaining hand and power tools and equipment; removing, repairing, installing, and replacing parts of utility and supply.

 e. Ability to interpret instructions, specifications that includes reading blueprint.

 f. Knowledge of safety regulations, practices, and procedures.

**EQUAL OPPORTUNITY STATEMENT**: Osan 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 a 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 CPO or Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6706 or military telephone 784-6706.

**HOW TO APPLY:**

All current employees assigned with USAFK desiring consideration must complete an In-service Placement Application Form at https://www.51fss.com/employment/, and forward it through e-mail to knstaffing@us.af.mil or Osun Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date. When current employee submit an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

Eligible family members should submit one copy of USFK Form 130EK, Application for Employment and Family members of US military and civilian federal employees must submit family member status form, a copy of sponsor’s travel order and marriage certificate, to the Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCAXKN, and APO AP 96278-2065.

Non-Air Force employees and outside applicants should mail one copy of USFK Form 130EK, Application for Employment and supporting documents to the Kyongki-do, Pyongtaek-si, Songtan Post Office Box (SONGTAN-U-CHAE-KUK, SA SO HAM 18 HO) Postal Code 17757, Osan civilian Personnel Flight no later than closing date.

All applicants will be required to submit certificates of education, work experiences with tax deductions and license listed on the application. 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.

USFK Form 130EK is available at the Osan AB home page on the web site: <https://51fss.com/civilian-personnel-flight>/ under Civilian Personnel.

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

**ADDITIONAL INFORMATION**: For more information on Korean National employment program, please contact Civilian Personnel Office, at 784-6862 or 0505-784-6862.

 YI, YONG CHA

 Chief, KN Staffing Section

 Civilian Personnel Flight

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

**오산미공군기지 민간인인사처**

**한인직원 공석공고**

**공석공고번호: 오산기지-비세출-061-24 발행일자: 2024년 10월02일**

 **마감일자: 2024년10월29일**

 **1차 마감일: 2024년 10월 15일**

**직책명 및 급수: 시설물 보수기사, 기능직 7급**

**급여: 시간당19580 원에서 28106 원까지 (상여금 포함한 시간당 총 급여액)**

**근무장소: 주한미공군, 제 51 병력지원대대, 오산기지**

**고려대상지역: 주한미군 현직직원 ( 우선순위5). 지역 재고용 우선순위 명단에 등록되어있는 주한미군 전직직원 (우선순위 6). 현재 한국에서 근무하고있는 미군장병 및 미국정부 기관에서 근무하고 있는 민간인의 부양가족 (우선순위 7). 외부구직자 (우선순위 8 & 9)**

**알 림: 1. 면접서류를 위한 1차 마감일은 2024년10월15일입니다. 1차 마감일 이후에 접수된 지원서는 해당 자리가 채워진 후에는 고려되지 않습니다. 2. 외부구직자는 1-7순위에서 지원자가 없을시 고려될 것입니다. 3. 신규 채용된 비충당직원은 1년동안 다른 직위로의 이동은 책임자의 허가시에만 가능합니다. 4. 이동수당비는 해당되지 않습니다.**

**주요업무: 기계적이고 실용적인 장비의 설치는 물론 건물, 시설 및 구조물의 검사, 수리및 정비를 포함한 각종 숙련된 기술적인 작업 (예방, 유지, 보수등)을 하게 됩니다. 전기, 목공, 배관, 스토브수리, 판금, 페인트, 냉장고 및 에어컨 기술이 있어야 합니다. 건물, 전기 배선 및 설치물, 스토브, 온수난방장치 및 파이프 연결부분에 대한 수리를 해야 합니다. 결함이 있거나 마모된 부품을 교체해야 합니다. 건물, 시설 및 구조물에 대한 검사를 수행하여, 작업을 요하는 일에 필요한 자재의 대략적인 스케치와 명세서를 작성해야 합니다. 모든 장비 품목에 대한 현장 평가를 제공하기 위해 활동 방문 일정을 정하기 위해 관리자와 협력합니다. 현장 감독관에게 수리 및 개조의 소요을 보고해야 합니다. 다양한 유형의 장비를 조정, 사양에 대한 전기 및 기계적 결함 테스트, 수리, 조립, 조정 및 수정합니다. 적절한 조치를 위해 매장 감독에게 수리 또는 변경 요구사항을 보고 합니다. 기타 다른 주어진 업무를 수행할 수 있습니다. 작업조건: 작업은 내부나 외부 모두에서 수행됩니다. 내부작업은 보통 적절하게 난방되며, 환기가 잘된 건물내에서 수행하고, 전기배선 작업을 할때 감전이나 화상의 위험이 있으며, 진흙과 물에 노출될수 있고, 불쾌한 냄새, 연기 및 배기가스에 노출될 수 있습니다. 산업보건청 규정에 의거 작업수행시 필요한 안전장비을 착용해야 합니다. 기타사항: 개인은 무게가 50-70파운드인 물품을 수동으로 들어 올리고 운반할 수 있어야 합니다.**

**자격요건: 1년 이상의 일반경력과 1년 이상의 전문경력이 필요합니다.**

**일반경력: 상기의 직종 또는 그 유사한 분야에서 조수나 보조원으로 일한 일반경력을 말합니다.**

**전문경력: 상기의 직종 또는 그 유사한 분야에서 견습공 또는 숙련공으로 일한 전문경력을 말합니다.**

**자격대체:**

1. **기술고등학교에서 관련 직종의 학과를 졸업하였거나 공인 직업훈련원에서 해당 직종 과정을 90일 이상 수료한 자, 또는 한국정부에서 발행한 해당 직종 자격증을 소지한 자는 필요한 경력 중에서 일반경력1년을 대체합니다.**
2. **전문대학에서 관련직종의 학과를 졸업하였거나 한국정부에서 발행한 해당 직종의 산업기사 자격증을 소지한 자는 일반경력 1년과 전문경력 1년을 대체합니다.**

**요구되는 지식 및 능력:**

1. **냉동 및 공조 장비와 구성 시스템이 작동하는 이론과 원리에 대한 지식이 필요합니다.**
2. **전기, 목공 배관, 스토브 수리, 판금, 페인팅, 냉장고 및 에어컨을 수리할 수 있는 능력이 있어야 합니다.**
3. **건물, 시설물, 구조물의 수리, 설치 및 부품교체를 할수 있도록 전동 공구 및 장비를 사용하고 관리할 수 있는 기술이 있어야 합니다 .**
4. **작업에 필요한 청사진을 포함한 지침서을 읽고 해석할수 있는 능력이 있어야 합니다.**
5. **작업에 필요한 안전규정 및 절차에 대한 지식이 있어야 합니다.**

**기회균등에 관한 정책: 오산미공군기지는 기회균등주를 실천하는 고용주 입니다. 모든 응모자는 그들의 인종, 정치 혹은 종교적 신념, 피부색, 합법적인 특정 정치집단에 가입여부, 결혼여부, 성별, 나이, 혹은 원래국적 또는 신체적 장애 여부에 관계없이 동등한 고려를 받게될 것입니다.**

**고용 방침: 주한미군의 채용방침은 자격과 공적에 근거를 둡니다. 어떤직원도 주한 미군기관에서 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 오산기지 인사처장에게 전화번호 784-6706 또는 일반전화 0505-784-6862 번으로 연락 주시기 바랍니다.**

**신청 방법: 관심있는 오산미공군 인사처 관할 현직직원은 인사처 혹은 각 부대 행정계에서 현직자 이동 신청서를 구입 작성한 후 전자메일주소: knstaffing@us.af.mil이나 오산기지 제 51 병력지원대대 민간인 인사처 채용과 건물 936, 군우 96278-2065로 제출바랍니다. 현직직원이 현직자 이동 신청서를 이메일로 제출할때 전자메일의 제목란에 공고번호와 공고 직위 및 급수를 기재하여 보내시기 바랍니다.**

**현재 한국에서 주둔하고 있는 미군장병의 배우자나 부양가족 또는 미국 정부 기관에서 근무하고 있는 미국 민간인의 배우자나 부양가족 응시자로서 채용우선권의 요건에 맟는 응시자는 구직신청서 (주한미군 양식 130호) 1부와 부양가족 진술서 양식및 결혼증명서, 보호자의 근무발령장을 오산기지 제 51병력지원대대, 민간인 인사처 채용과, 건물 936호, 112호 군우 96278-2065로 제출하시기 바랍니다.**

**타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군 양식 130EK)를 경기도 평택시 송탄우체국 사서함 18호, 우편번호 17757 주한미공군 오산기지 한인 채용과 앞으로 마감날짜까지 우편접수 하시기 바랍니다.**

**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 폐기 처리 됩니다. 구직신청서가 사본일경우에는 반드시 본인이 서명한 후 제출바랍니다.**

**구직신청서 양식130EK는 오산기지 홈페이지 https://51fss.com/civilian-personnel-flight/ 에서 볼수 있습니다.**

**마감일자 이후에 본 인사처로 접수된 모든 지원서들은 접수되지 않으며 또한 인사처에 제출한 모든 서류는 일체 반송하지 않습니다. 제대로 작성되지 않은 구직 신청서및 우편접수 이외의 방법으로 제출된 지원서류들은 자동 폐기 됩니다.**

**추가정보: 더 자세한 문의사항은 전화번호 784-6862 또는 평택지역 전화 0505-784-6862로 연락바랍니다.**

 **이 영 자**

 **한인채용과장**

 **민간인 인사처**

**한인 직원들이 볼수있는 게시판에 붙여 주십시요**

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**OAB-050A-24**](#AF) OPENING DATE: 8 Oct 24

 CLOSING DATE: 14 Oct 24

**POSITION TITLE & GRADE**: School Information Assistant (Office Automation), KGS-0303-05/06

**SALARY**: KGS-05: Between 19571 – 28088 won per hour (Total hourly compensation when bonuses are included)

 KGS-06: Between 21989 – 31662 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** Department of Defense Education Activity, Osan American Middle/High School, Osan AB.

**AREA OF CONSIDERATION**: All current employees assigned with United States Air Forces, Korea (USAFK).

 (Priority Group 5)

**NOTE**: Target grade of this position is KGS-06. If this position is filled at lower grade than target grade, the incumbent may be promoted to the target grade non-competitively upon meeting qualification requirements and recommendation by the supervisor. Newly hired NAF employees are required to serve no less than one 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**: Performs a variety of school administrative support functions, such as student registration, student attendance, academic records maintenance, tuition status, and other related processes. Enters, retrieves, and manipulates data in the student information management system. Responsible for new student registration. Assembles and distributes to families’ student registration packets including a student schedule and hand book, regulations, a health record form, and other forms that might be required. Provides assistance to students and parents in completing the packet. Receives and reviews completed packets to assure all forms and data are complete; verifies enrollment eligibility; requests student records when necessary, establishes a student file. When review is completed, enrollment data is entered into the student information management database. Receives data and enters into the student information management database to include new student enrollment, discipline and attendance data, school and student scheduling information, report cards and transcript information, and athletic eligibility for all students. Enters grades, attendance, tuition, and transfer information to update a student’s data file. Also maintains students’ permanent hard-copy records and ensures the information is readily available to the proper school officials. Works in coordination with the administration to construct in the student information management system a viable school master schedule for teachers (e.g., times for preparation periods, lunch times, and classroom teaching, etc). Sets up all necessary directories for teachers and students classroom schedules. Enters all student course selections for new and returning students. Implements data collection techniques for collecting and electronically transferring student grades. Also, collects and transfers grades into the student information management system through the use of the electronic grade book software. Trains and assists teachers on proper procedures and suspense time frames for submitting grades. Prepares reports that are essential to the school administration and other personnel. Ensures the reports are run from the student information management system database and disseminated to the correct personnel in a timely manner. This includes reports such as honor roll, grade analysis, list of students with specified grades, and discipline profiles. Submits school data extractions per district, area and headquarters school data extraction schedule. Prints from the student information management system database and mails all homebound information packets and maintains electronic and hardcopy files of all school reports, generates awards for attendance, honor roll, etc. Prepares a variety of letters, messages, memorandum, reports, charts, school bulletins, and other correspondence using typing and automated word processing equipment and other various software programs. Performs other duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPERIENCE:

KGS-05: One year of specialized experience at grade level of KGS-04 or equivalent.

KGS-06: One year of specialized experience at grade level of KGS-05 or equivalent.

A minimum typing speed of 30 words (English/150 strokes) per minute is required. ROK Word Processing Certificates for English may be substituted for the self-certification of keyboard operation skills.

SPECIALIZED EXPERIENCE: Experience which has equipped the candidate with the particular knowledge, skills, and abilities (KSAs) to successfully perform the duties of the position. To be credited, specialized experience must have been at least equivalent to the next lower grade level.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE**:

KGS-05: Successfully completed education of four years above the high school level in a ROKG authorized or recognized university may be substituted for the experience.

KGS-06: Education cannot be substituted above the KGS-05 level.

**ENGLISH LANGUAGE COMPETENCY**: 1. The American Language Course Placement Test (ALCPT) score of 70 or above and successfully passing the English Comprehension Interview (ECI) is required.

 2. The Test of English as a Foreign Language (TOEFL) score of 509 and higher the Test of English for International Communication (TOEIC) score of 650 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.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITY (KSA’s)**: To be rated best qualified applicants must have demonstrated possession of the following KSA’s essential to the performance of the duties of the positions:

1. Knowledge of rules, procedures, or operations applied to secretarial and clerical assignments to perform the procedural and administrative work of the school.
2. Knowledge of school administrative support functions to screen telephone cells and visitors and perform other substantive or administrative work of the school.
3. Knowledge of various office automation software programs, tools and techniques to support office operations and produce a variety of documents such as letters, reports, and spreadsheets.
4. Ability to coordinate with the administration to construct in the student information management system.
5. Ability to communicate effectively, both orally and in writing.

**EQUAL OPPORTUNITY STATEMENT**: Osan 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 qualifications 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 such 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 Osan Air Base Civilian Personnel Officer, telephone 784-6706.

**HOW TO APPLY**: All current employees assigned with USAFK desiring consideration must complete an In-Service Placement Application Form at <http://51fss.com/civilian-personnel-flight>, and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Office, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

**ADDITIONAL INFORMATION**: For more information on Korean National Employment Program, please contact Civilian Personnel Office, at 784-6862 or 0505-784-6862.

 YI, YONG CHA

 Chief, KN Staffing Section

 Civilian Personnel Flight

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