### 

|  |
| --- |
| KN vacancy announcements |
| **Osan Civilian Personnel Flight** |
| **As of 20 Nov 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](mailto: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](mailto: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](mailto: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.

|  |
| --- |
| **APPROPRIATED FUND POSITIONS** |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ANN NO. | POSITION & GRADE | LOCATION | | WHO MAY APPLY | OPEN | | CLOSE |
| [OAB-057-24](#OAB_057_24) | Transportation Assistant, KGS-2102-06 | 51st Logistics Readiness Squadron, Cargo Movement (Inbound), Osan AB | | All current employees assigned with United States Air Force, Korea.  (Priority Group 5) | 13 Nov 24 | | 21 Nov 24 |
| [OAB-058-24](#OAB_058_24) | Clinical Nurse,  KGS-0610-09 | 51st Operational Medical Readiness Squadron, DHA, Osan AB | | All current employees assigned with United States Air Force, Korea (USAFK).  (Priority Group 5) | 13 Nov 24 | | 21 Nov 24 |
| [OAB-059-24](#OAB_059_24) | Contract Escort (Scheduler),  KGS-0303-04 (Temporary NTE 30 Sep 25 – 임시직 25년 9월 30일까지) | 51st Civil Engineering Squadron, Engineering Flight, Project Management, Osan AB | | All current employees assigned with United States Air Forces, Korea (USAFK).  (Priority Group 5) | 20 Nov 24 | | 28 Nov 24 |
| [OAB-060-24](#OAB_060_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) | 20 Nov 24 | | 17 Dec 24  1st Cut-Off  3 Dec 24 |
| [OAB-051B-24](#OAB_051B_24) | Public Health Technician, KGS-0640-05/06/07 | 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) | 20 Nov 24 | | 28 Nov 24 |
|  | | | | | | | |
|  | | | | | | | |
| **NON-APPROPRIATED FUND POSITIONS** | | | | | | | |
|  | | | | | | | |
| 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-072-24](#OAB_NAF_072_24) | | Cook, KWB-7404-04 (Part-Time) | 51st Force Support Squadron/Community Services Flight, Bowling Center, Osan AB | 51st Force Support Squadron/Community Services Flight, Bowling Center, Osan AB | | | 6 Nov 24 | 03 Dec 24  1st Cut Off  19 Nov 24 |
| [OAB-NAF-066A-24](#OAB_NAF_066A_24) | | Laborer, Semiskilled, KWB-3502-03  (Part-Time) | 51st Force Support Squadron/Golf Course, 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). | | | 20 Nov 24 | 17 Dec 24  1st Cut off  03 Dec 24 |
| [OAB-NAF-073-24](#OAB_NAF_073_24) | | Supply Clerk,  KGS-2005-04  (Full-Time) | 51st Force Support Squadron/Community Services Flight, Osan Complex Club, Osan AB. | All current employees assigned with United States Air Forces, Korea (USAFK).  (Priority Group 5) | | | 20 Nov 24 | 28 Nov 24 |
| [OAB-NAF-074-24](#OAB_NAF_074_24) | | Cashier-Checker,  KGS-2091-03  (Part-Time) | 51st Force Support Squadron/Community Services Flight, Osan Complex Club, Osan AB. | All current employees assigned with United States Air Forces, Korea (USAFK).  (Priority Group 5) | | | 20 Nov 24 | 28 Nov 24 |
| [OAB-NAF-075-24](#OAB_NAF_075_24) | | Laborer, Semiskilled, KWB-3502-03  (Part-Time) | 51st Force Support Squadron/Turumi Lodge, Osan AB. | All current USFK employees (Priority Group 5). | | | 20 Nov 24 | 17 Dec 24  1st Cut off  03 Dec 24 |
| [OAB-NAF-076-24](#OAB_NAF_076_24) | | Custodial Worker,  KWB-3566-02,  (Part-Time) | 51st Force Support Squadron/Osan Club Complex, 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). | | | 20 Nov 24 | 17 Dec 24  1st Cut off  03 Dec 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-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](mailto:https:/51fss.com/civilian-personnel-flight)/, and forward it through e-mail to [knstaffing@us.af.mil](mailto: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](mailto: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.

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**

**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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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-072-24](#NAF)** OPENING DATE: 06 Nov 24

CLOSING DATE: 03 Dec 24

1st Cut Off: 19 Nov 24

**POSITION TITLE AND GRADE**: Cook, KWB-7404-04 (Part-Time)

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

**DUTY LOCATION:** 51st Force Support Squadron/Community Services Flight, Bowling Center, 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. 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 Nov 19, 2024. Applications received after 1st cut-off date will not be referred once the position has been filled. 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. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES**: Assigned to the Bowling Center snack bar where snack and simple grilled items as sold. Prepares and serves short orders and grill items. May prepare convenience food for sale and serve a limited number of hot and cold dishes. Prepares various food to order which require a short preparation time, such as hamburgers, cheeseburgers, hot dogs, chicken, fries, bacon, eggs, sausage, hash brown potatoes, etc. Adds seasoning to food and regulates cooking temperatures. Serves such items to customers as necessary. May need to operate cash registers, collect money and make change. Assists in assembling, garnishing, and preparing for service a variety of convenience foods such as instant mixes, pre-packaged canned foods, sandwiches, salads, and other easily prepared food items. Performs other duties as assigned. Other Significant Facts: Knowledge of English language is desired but not required. Work requires some exposure to soiling of hands by cooking oils or grease. Work area may be noisy with a danger of slipping, cuts, splashing water, extreme cold from refrigeration units, and exposure to burns from flat grills, heating elements and deep fat fryers.

**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.

**ENGLISH LANGUAGE COMPETENCY**: The American Language Course Placement Test (ALCPT) score of 40 or above and successfully passing the English Comprehension Interview (ECI) is required.

**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.

**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 college in a field related to the job for which being considered or Possession of a 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 specialized experience required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITY**:

1. Ability to use kitchen utensils and equipment.
2. Knowledge of cooking ingredients.
3. Knowledge of health, safety, and sanitation procedures.
4. 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 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.

**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](mailto: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](mailto: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 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-057-24**](#AF) OPENING DATE: 13 Nov 24

CLOSING DATE: 21 Nov 24

**POSITION TITLE & GRADE**: Transportation Assistant, KGS-2102-06

**SALARY**: Between 21989 – 31662 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Logistics Readiness Squadron, Cargo Movement (Inbound), 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**: Plans, routes, and rates shipments involving all combinations of modes of transportation (i.e., military of commercial truck; rail, water, air, etc.) to satisfy customer’s shipping requirements. Coordinates inter-model transportation between carriers and/or modes when through rates are either not available or subject to delay. Coordinates work efforts with freight specialists from other parts of activity to develop specialized loading and unloading methods, to include handling of shipment requiring special protection. Coordinates between the ROKAF, U.S. Army Transportation Units and the Air Force Water Port Liaison Officer when shipping of ammunition and explosives with Korean commercial transportation contractors. Arranges with carriers to provide special terminal facilities and service, specialized carrier equipment, or special high-way permits or security escorts, or accessory services such as switching, diversion and re-consignment, demurrage, loading, and unloading for shipments having large size, excessive weight, or unusual configuration or physical characteristics. Coordinates customs clearance for US government shipments transported by commercial carriers. Researches and interprets Status of Forces Agreement (SOFA) for compliance with host nation requirements. Prepares all necessary bills of landing and customs clearance documents for expedite and effective release of US government property from customs holding/storage warehouse and commercial carriers. Performs customer service visit to the Provost Marshall Office (PMO) and Customs Office to discuss trends, problems areas, and new procedures to ensure critical aircraft parts and weapon system components are not held or be detained. Operates the Cargo Movement Operations System (CMOS) to in-check, shipment plan, route rate manifest, and ship DoD sponsored cargo. Computes and compiles statistical data to prepare reoccurring reports regarding volume of cargo move, transit times of all transportation means, and other information required by higher headquarters. Prepares and finished reports for requested by higher headquarter. Is responsible for answering and advising on inquires or complaints regarding over shipments, short shipments, damaged shipments, diversions and re-consignments. Initiates requests for information, reports of survey and reports of discrepancy. Performs quality control on commercial and military transportation services and companies, identifies problems or adverse trends, determines casual factors, analyzes possible solutions, and recommends solutions. Manages shipment information imported through three major ports in Korea and distributes to Busan, Pyongtaek, Incheon and Osan Air base. Prepares document required for imported government properties (USFK Form 95-EK) and process the US shipment through USFK Customs Clearance Office and Korea Customs Service at Incheon International Airport and Busan port. Serves as Language Specialist for Osan, Cheongju and Suwon Air Base in dealing with commercial contractors, ROK Air Force/ U.S. Army and other local transportation agencies. As an ITEC (Information Technology Equipment Custodian), understand that once designated as ITEC, will not be relieved of duties or responsibilities until 100% physical inventory is performed and official clearance is given by the BECO. As a Record Custodian, maintains office file pan and accountability for active and inactive records in accordance with the RDS. Ensures eligible records are properly prepared to retire of transfer. Be proficient on the equipment used to for string/retrieving records. Knows and implement records maintenance, use and disposition policies and procedures for office records. Adjusts office records maintenance practices to provide accurate and effective reference service to users of the records. Performs other duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPERIENCE: One year of specialized experience at grade level of KGS-05 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 transportation services for movement of supplies from port areas to storage activities and for shipments from storage activities to customers and to port areas.
2. Ability to coordinate transportation services and their capability of shipping, receiving, handling and loading cargo.
3. Ability to perform yard check and inspects the working area.
4. Skill and ability to use personal computer and applicable software.
5. Ability to read, write, speak, and understand 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 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](mailto: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](mailto: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-058-24**](#AF) OPENING DATE: 13 Nov 24

CLOSING DATE: 21 Nov 24

**POSITION TITLE & GRADE**: Clinical Nurse, KGS-0610-09

**SALARY**: Between 28967 – 41978 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Operational Medical Readiness Squadron, DHA, 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**: Provides professional nursing care through the delivery, management, and coordination of care and services in a clinic setting through face-to-face encounters or via telecommunications technology (telehealth/virtual nursing) by performing nursing triage to determine the appropriate level of care, and home care advice. Assesses and manages acute and episodic healthcare concerns, health maintenance and promotion, disease prevention and management, patient education and counseling, patient advocacy, case management, and coordination of care for patients throughout the healthcare system. Screens and prioritizes encounters based on the patient’s condition and preferences, the situation, cultural and age-specific considerations, education level and health literacy, and/or anticipated need for urgent and emergent care. Gathers information and/or documentation required for continuation of care referral requests; lab and diagnostic test results (under credentialed provider or clinical support staff protocol guidance); providing healthcare information; and/or care coordination. Gathers critical information for patient medication renewal requests. Conducts a comprehensive medication list review; verification of any side effects, allergies, contraindications, and continued treatment needs with the patient. Obtains and screens radiology, laboratory, and pathology study results, notifying the credentialed provider of abnormal results. Relays results to patients and arranges for appropriate follow-up care and treatment as directed by the provider. Executes medical orders. Synthesizes available data, information, and nursing knowledge relevant to the presenting health situation to identify patterns and variances. Documents the information and data collected in a retrievable, understandable, and readable format in the medical record and/or other pertinent information system. Makes independent nursing diagnoses by analyzing assessment data to determine patient care needs, i.e., preventive services, health promotion, health maintenance, or health-related problems or issues. Identifies expected outcomes in a plan of care individualized for a specific patient, group, or population. Ensures the plan activities reflect current rules, regulation, statutes, and ambulatory care nursing evidence-based standards and practices. Incorporates the most valid, cost-effective, evidence-based care and integrates current trends and available research. Facilities the development/continuous improvement of mechanisms for plans to be recorded, reviewed, evaluated, and updated. Assists providers with procedures and treatments as needed. Competently performs medication administration via various routes (e.g., oral, ophthalmic, rectal, vaginal, intramuscular, subcutaneous, intravenous, topical, etc.). Maintains knowledge of approved medication dosages and independently verifies safe dosages of medications/immunizations prior to administration. Provides for the safekeeping and accurate accounting of controlled drugs and narcotics IAW federal regulatory agencies, DoD, and/or Air Force (AF) guidance/policies. Orders clinic stock drugs and narcotics as needed. Sets up and operates a variety of specialized medical equipment, such as, but not limited to, Automated External Defibrillators (AEDs), cardiac and vital sign monitoring devices, IV pumps, EKG units, pulse oximetry, and electronic fetal monitoring devices. Coordinates and provides emergency care, including initiation of life-sustaining measures, such as Cardiopulmonary Resuscitation (CPR), choking first aid, bleeding control treatment of injuries, etc. Provides health education/coaching to patients, significant others, and/or family members/caregivers. In coordination with the credentialed provider and other healthcare team members, provides individualized and through patient care instructions (i.e., self/home care instruction for acute and chronic conditions, preventive and health promotion recommendations, reinforcement of pre/post-surgical/procedural instructions). Assesses resources and utilizes community agencies and serves as a liaison and expert consultant as appropriate. Participates in continuing education programs and engages in evidence-based improvement projects to update and/or maintain skills and advance clinical practice. Obtains/maintains/documents professional Continuing Nursing Education (CNE) to comply with licensure and AF requirements, MTF initial and annual training requirements, and required unit-specific in-services/training. Provides oversight for assigned personnel providing assistance to providers with patient examinations, therapeutic measures, and procedures. Ensures assigned personnel have through understanding and application of infection control standards. Delegates appropriate nursing interventions to ambulatory care nursing team members based on their demonstrated competency, state practice acts, available evidence-based guidelines, regulatory standards, and organizational policies ensuring assignments/duties are compatible with the individual’s skill level. Executes approved Clinical Support Staff Protocols (CSSPs) IAW local guidance providing coordinated care for high volume, low or high-risk symptoms and/or diagnoses. Uses clinical judgment and knowledge of organizationally approved CSSPs to determine when patients can be managed with a CSSP. Educates the patient on the process and conducts a patient assessment, to include a history and physical exam, and applies the appropriate algorithm/flowchart. Utilizes critical thinking skills to effectively identify exclusionary criteria, if any, and elevates the encounter to a credentialed provider. Completes all designated CSSP training requirements as designated in the Training Plan and ensures training is documented in the training record. Performs other related duties as assigned.

**OTHER SIGNIFICANT FACTS**: Must maintain a valid, unrestricted, and current registered nurse license. Must possess a current Basic Life Support (BLS) and Advanced Life Support (ALS) for Healthcare Providers Certificate. May be required to work shifts or augment clinical nursing support during the absence of other team nurses due to illness, leave, or deployment.

**MINIMUM QUALIFICATION REQUIREMENTS**:

Basic Requirements for KGS-05 Entry Level: Applicants must have completed a three year/four year course of study in a ROKG authorized or recognized college or university in a field related to the job for which being considered and must possess a current nurse license issued by ROKG.

In addition to meeting the basic entry qualification requirements above, you must also have:

One (1) year of professional experience at grade level of KGS-07 or equivalent.

PROFESSIONAL EXPERIENCE: Experience which required application of the professional theories, scientific principles, and practices in the established profession of the position to be filled. Professional positions require professional, rather than technical knowledge, skills and abilities (KSAs) such as can be gained through intensive college education and training.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE**:

Master's or equivalent graduate degree related to position is qualifying for KGS-09 level.

A TRANSCRIPTS MUST BE SUBMITTED WITH YOUR APPLICATION IF USING EDUCATION AS SUBSTITUTION FOR SPECIALIZED EXPERIENCE. COURSES MUST BE DIRECTLY RELATED TO THE WORK OF THE POSITION.

**ENGLISH LANGUAGE COMPETENCY**:

1. The American Language Course Placement Test (ALCPT) score of 80 or above and successfully passing the English Comprehension Interview (ECI) is required.

2. The Test of English as a Foreign Language (TOEFL) score of 540 and higher or the Test of English for International communication (TOEIC) score of 750 and higher may be substituted for ALCPT requirement. Applicant must submit the TOEFL/TOEIC official copies of test score. TOEFL and TOEIC scores are valid for two years from the exam date.

**(TOEFL 또는 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 position:

1. Knowledge of professional nursing care theories, principles, practices, and procedures to perform nursing assignments.
2. Knowledge of a variety of pharmacological agents used in patient treatment, the desired effects, side effects, and complications of their use.
3. Knowledge of the administrative requirements for proper documentation of patients’ condition including disease progress, acknowledgement of teaching, and follow up care.
4. Ability to assess patient care needs, develop nursing care plans, and advise on changes in patient status.
5. Ability to communicate orally and in writing with a diverse group of individuals.

**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](mailto: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](mailto: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-059-24**](#AF) OPENING DATE: 20 Nov 24

CLOSING DATE: 28 Nov 24

**POSITION TITLE & GRADE**: Contract Escort (Scheduler), KGS-0303-04

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

**SALARY**: Between 17113 – 24450 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 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 allowance is not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES**: Performs an escort scheduler duty to assign 19 KGS escort employees to duty sites. Provides performance along-side military counterpart, drafting and modifying weekly work schedules for escort employees, processing leave requests, initiating a new work swap program, and ensuring sustained operations on USFK holidays and down times. Contributes to escort team effort by accomplishing related results as needed. Produces and processes ES escort reports as they are requested by escort manager or chief of construction management. Resolves schedule conflicts for escort employees. Processes document scheduling and maintains through records. Provides Force Protection Escort duties for construction, repair projects and general missions by escorting the contractors, contractor work force and visitors into base, controlled and restricted areas. Questions suspicious persons, notifies Security Forces of security concerns and presents oral reports of incidents. Performs other office administration 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: One (1) year of general experience at grade level of KGS-03 or equivalent.

GENERAL EXPERIENCE: General experience includes progressively responsible work which indicates ability to acquire the KSAs needed to perform the duties of the position is 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 university may be substituted for the experience required at grade KGS-04 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:

a. Knowledge of procedures controlling the contractor work force and visitors into restricted areas.

b. Ability to operate personal computer system including familiarity with MS tools.

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 <http://51fss.com/civilian-personnel-flight/>, and forward it through e-mail to [knstaffing@us.af.mil](mailto: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](mailto: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-060-24**](#AF) OPENING DATE: 20 Nov 24

CLOSING DATE: 17 Dec 24

1st Cut-Off: 3 Dec 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 3 Dec 24. 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](mailto: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](mailto: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 (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: [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-066A-24](#NAF)**  OPENING DATE: 20 Nov 24

CLOSING DATE: 17 Dec 24

1st Cut off: 03 Dec 24

**POSITION TITLE, GRADE**: Laborer, Semiskilled, KWB-3502-03 (Part-Time)

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

**DUTY LOCATION:** 51st Force Support Squadron/Golf Course, 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.** 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 Dec 03, 2024. Applications received after 1st cut-off date will not be referred once the position has been filled. 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:** Propagates, cultivates, and tends to turf, trees, flowers and all other plants residing on the golf course grounds. Performs tasks such as weed eating, trimming trees and shrubs, pulling weeds, raking bunkers and changing cups. Works as manual laborer on projects such as landscaping or building tees and greens. These duties can include the use of hand equipment such as weedeaters, trimmers, shovels rakes, etc. Laborers can be trained to use some other golf equipment such as movers and bunker rakes but will remain under direct supervision of the trainer until proficient. Works with irrigation technician to fix or repair irrigation breaks. Performs other duties as assigned. Working Conditions: Most work is performed outside. In working outside the incumbent is subject to extreme weather such as cold, heat, rain and snow; exposure to wind and dust is also possible. Must be able to work while wearing protective clothing such as boots, gloves, glasses and long pants. There are possibilities of minor injuries like cuts scrapes and bruises. Other Significant Facts: Must be able to perform heavy lifting of 25 kilograms for extended periods. Must have the ability to obtain necessary license for equipment that require a designated operator’s license. Work schedules subject to no notice change due to inclement weather.

**MINIMUM QUALIFICATION REQUIREMENTS**: No prior experience or education is required. Applicants must have a good physical condition.

**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 qualifications 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 is subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to contact immediately contact the Osan Air Base Civilian Personnel Officer, commercial 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](mailto: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](mailto: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**

**오산미공군기지 민간인 인사처**

**한인 직원 공석 공고**

**공석공고 번호: 오산기지-비세출-066A-24 발행 일자: 2024년 11월 20일**

**마감 일자: 2024년 12월 17일**

**직책 및 급수: 노무원, 기능직 3급 (파트타임) 1차마감일: 2024년 12월 03일**

**급 여: 시간당 15286원에서 21755원까지 (상여금 포함한 시간당 총 급여액).**

**근무 장소: 주한미공군 오산기지, 골프장**

**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. 이 공석 발표에 따라 지원하는 지원자는 추가 경쟁없이 풀타임직으로 전환될 수 있습니다. 2. 적격 지원서 위한 1차 마감일은 2024년 12월 03일입니다. 1차 마감일 이후에 접수된 지원서는 해당 자리가 채워진 후에는 고려되지 않습니다. 3. 외부구직자는 1-7순위에서 지원자가 없을시 고려될 것입니다. 4. 신규 채용된 비충당직원은 1년동안 다른 직위로의 이동은 책임자의 허가시에만 가능합니다.**

**주요 업무: 골프코스에 있는 잔디, 나무, 꽃, 다른모든 식물들을 재배하고 번식시킨다. 잔디손질, 잡초 제거, 나무와 관목등의 손질, 벙커정리, 컵을 변경하는 작업을 수행한다. 조경이나 티와 그린을 만드는등의 여러가지 해당되는 작업을 수행한다. 제초기나 다듬는 기계와 갈퀴등의 손으로 사용하는 장비등을 사용하여 작업을 한다. 작업자는 제초기와 갈퀴같은 골프 장비들을 다룰수 있도록 교육을 받을수 있으며 장비들을 능숙하게 다룰수 있을때까지 교육자의 감독하에 작업이 이루어진다. 관개수로 보수시 관개수로 기술자와 작업한다. 기타 부여된 다른 작업도 수행한다. 작업조건: 대부분의 작업이 옥외에서 이루어지며 옥외작업시 추위, 더위, 눈, 비, 바람이나 먼지등에 노출될수 있는 환경에서 작업한다. 작업시 장화, 장갑, 안경과 긴 팬츠등의 보호작업복을 입는다. 찰과상, 타박상 같은 가벼운 부상을 입을수 있다. 기타업무: 25킬로 이상의 물건등을 들수 있어야 한다. 작업시 사용되는 장비의 면허증을 취득할수 있는 능력이 있어야 한다. 궂은날씨로 인해 예고없이 작업일정이 변경될수도 있다.**

**자격요건: 경력 및 학력사항 필요없음. 신체건강한 분.**

**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 부양가족의**

**요건에 맞는분.**

**4. 한국인 외부 구직자**

**기회균등에 관한 정책: 오산미공군기지는 기회균등주의를 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. 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**

**784-6706번으로 연락해 주시기 바랍니다.**

**신청 방법: 관심있는 오산미공군 인사처 관할 현직직원은 인사처 혹은 각 부대 행정계에서 현직자 배치 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 현직배치신청서를 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 군전화 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-073-24](#NAF)** OPENING DATE: 20 Nov 24

CLOSING DATE: 28 Nov 24

**POSITION TITLE AND GRADE**: Supply Clerk, KGS-2005-04 (Full-Time)

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

**DUTY LOCATION:** 51st Force Support Squadron/Community Services Flight, Osan Complex Club, 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**: Performs clerical tasks in connection with the procurement receipt, storage, issue and custody of supply items. Plans and schedules unloading operations. Checks stock for agreement with receiving papers as to quantity, description, size and weight. Determines, selects and applies storekeeper and handling methods most applicable for stock. Issues supplies to authorized personnel. Maintains control records showing the item, stock number, quantity, receipts and issuances and amounts on hand. Applies precautionary measures for safety, fire prevention, pilferage and vermin control, stock rotation and prevention of damage and deterioration. Work performed involves a variety of predominantly clerical-administrative supply functions coupled with incidental manual tasks pertinent to receipt, storage and issue of supplies. Serves as an assistant in assigning, performing general housekeeping and maintenance work of the facilities. 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 or higher the Test of English for International Communication (TOEIC) score of 450 or higher may be substituted for ALCPT requirement. Applicant must submit the TOEFL/TOEIC official copies of test score. TOEFL and TOEIC scores are valid for two years from the exam date. (TOEFL 또는 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:

a. Knowledge of procurement receipt, storage, issue and custody of supply items.

b. Knowledge of office administrative and clerical procedure.

c. Ability to communicate effectively in English, 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 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.

**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/](https://51fss.com/civilian-%20personnel-flight/), and forward it through e-mail to [knstaffing@us.af.mil](mailto: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](mailto: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-NAF-074-24](#NAF)** OPENING DATE: 20 Nov 2024

CLOSING DATE: 28 Nov 2024

**POSITION TITLE AND GRADE**: Cashier-Checker, KGS-2091-03 (Part-Time)

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

**DUTY LOCATION:** 51st Force Support Squadron/Community Services Flight, Osan Complex Club, 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**: Serves as cashier in a food or retail sales store where a large variety of commodities and/or food are sold and where the cashier is responsible for a small department or one commodity. Check items purchased by customers and determined the total bill, either mentally or by using a cash register. Checks identification of customers, as required, verifying signatures. Receives and examines cash from customers, places it in a register and makes changes as necessary. Receives change fund from store or food activity manager, counts and places in cash register. Maintains sales registers and any other accounts or lists necessary. Prepares clerk’s reports at closing time, showing the type of cash and total amount received and turns cash and necessary reports over to the manager. Replenishes stocks and displays merchandise in accordance with predetermined display methods. May participate in conducting inventories. Serves as counter clerk as required. Performs other duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPERIENCE: Six (6) months 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**: One (1) year above high school education level in a ROKG authorized or recognized college, university, business, technical or secretarial school may be substituted for the experience required at grade KGS-3.

**ENGLISH LANGUAGE COMPETENCY**: 1. The American Language Course Placement Test (ALCPT) score of 50 or above and successfully passing the English Comprehension Interview (ECI) is required.

2. The Test of English as a Foreign Language (TOEFL) score of 250 or higher the Test of English for International Communication (TOEIC) score of 350 or higher may be substituted for ALCPT requirement. Applicant must submit the TOEFL/TOEIC official copies of test score. TOEFL and TOEIC scores are valid for two years from the exam date. (TOEFL 또는 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 position:

1. Ability to operate a cash register.
2. Ability to communicate effectively in English, 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 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.

**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/](https://51fss.com/civilian-%20personnel-flight/), and forward it through e-mail to [knstaffing@us.af.mil](mailto: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](mailto: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-NAF-075-24](#NAF)**  OPENING DATE: 20 Nov 24

CLOSING DATE: 17 Dec 24

1st Cut Off: 03 Dec 24

**POSITION TITLE, GRADE**: Laborer, Semiskilled, KWB-3502-03 (Part-Time)

**SALARY**: Between 15286 – 21755 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).

**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 Dec 3, 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**: Maintains a specified facility in a clean and orderly manner. Cleans and vacuums hallways and stairs; cleans sidewalks, entrance ways, patios, catwalks of dirt and debris; cleans curbing and adjacent parking areas; empties trash bins. Changes out old furniture with new. Moves and arranges furniture as directed, changes light bulbs, hangs drapes and shampoos rugs using heavy powered cleaning equipment. Washes window seals and windows. Washes exterior walls. May carry boxes of cleaning supply bottles or other needed supply items to and/or from the storage area. Maintains laundry room by cleaning washers, dryers, mopping floors, shelves and other items. Collects soiled linen and makes accurate count of linen sent to the laundry and loads bundles on truck. Unloads bundles of clean linen off the truck when returned, makes accurate count of returned linen and delivers linen to central points at numerous locations. Keeps latrines in clean, orderly and sanitary condition. Sweeps, scrubs and waxes floors. Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks, and water fountains. Dusts ledges and woodwork. Replaces deodorizers, toilet tissues, and towels, and soap. Notes condition of facilities and makes necessary repair to furniture, television, drapes, water leaks, clogged drains, and other conditions requiring minor maintenance. If the maintenance problems require professional attention, reports to supervisor. WORKING CONDITIONS: Some degree of manual skill and prior work experience is require to work safety with heavy hand tools or to operate, control, and clean heavy power equipment. Continual care and attention must be exercise to prevent accidents because of the nature of the duties and the kind of equipment used. Heavy physical effort is required in frequently lifting and moving object weighing over 50 pounds and using heavy furniture loaded carts, etc. Works inside and/or outside, occasionally in bad weather exposed to extreme cold temperatures. Continuous standing, walking, stooping, and/or lifting are required.

**MINIMUM QUALIFICATION REQUIREMENTS**: No prior experience or education is required. Applicants must have a good physical condition.

**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 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 is subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to contact immediately contact the Osan Air Base Civilian Personnel Officer, commercial 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/civilian-personnel-flight>/, and forward it through e-mail to [knstaffing@us.af.mil](mailto: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](mailto: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 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 Office 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 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 민간인 인사처**

**한인 직원 공석 공고**

**공석공고 번호: 오산기지-비세출-075-24 발행 일자: 2024년 11월 20일**

**마감 일자: 2024년 12월 17일**

**직책 및 급수: 노무원, 기능직 3급 (파트타임) 1차 마감일: 2024년12월 03일**

**급 여: 시간당 15286원에서 21755원까지 (상여금 포함한 시간당 총 급여액).**

**근무 장소: 주한미공군 오산기지, 두루미호텔**

**고려대상지역: 주한미군 현직직원 ( 우선순위5).**

**알 림: 1. 이 공석공고 응시자는 차기에 경쟁없이 풀타임직으로 전환될 수 있습니다. 2. 적격 지원서 위한 1차 마감일은 2024년 12월 3일입니다. 1차 마감일 이후에 접수된 지원서는 해당 자리가 채워진 후에는 고려되지 않습니다. 3. 신규 채용된 비충당직원은 1년동안 다른 직위로의 이동은 책임자의 허가시에만 가능합니다.**

**주요 업무: 지정된 구역을 청소하고 정리정돈합니다. 진공청소기를 사용하여 복도나 계단을 청소하고, 입구, 난간, 좁은 통로의 먼지나 쓰레기를 제거합니다. 건물에 속해있는 복도나 주차장을 청소하고, 주변의 휴지통을 비웁니다. 낡은 가구를 새가구로 교체합니다. 가구를 지시하는 장소로 이동하고 정돈합니다. 전구를 갈아 끼우고, 커튼을 걸고, 무거운 진공 청소기를 이용하여 카펫을 세척합니다. 창가와 창문을 청소합니다. 건물외벽을 닦습니다. 창고에서 청소에 쓰이는 도구나 물건을 나릅니다. 세탁실 안에 있는 세탁기, 드라이기, 바닥걸레, 선반 그밖의 물건들을 관리합니다. 트럭에서 많은양의 세탁물을 내리고, 제대로 돌아왔는지 확인하고, 세탁물을 여러곳의 지정된 장소에 운반합니다. 화장실을 깨끗하게 하며 위생조건에 맞게 청소합니다. 바닥을 쓸고, 문지르고, 왁스합니다. 거울과 세면대, 식수대를 청소합니다. 선반과 나무로 된 물건의 먼지를 제거합니다. 탈취제, 화장실휴지, 손닦는휴지, 비누를 교체합니다. 건물이나 기구의 고장, 텔레비젼, 커튼의 이상이 있는지 물이새는지, 배수구가 막혔는지, 다른 고쳐야 할 일이 무엇인지 메모합니다. 만약 고쳐야 할 일이 특별한 기술을 필요하면 감독자에게 보고합니다. 근무환경: 무거운 도구를 안전하게 운영 또는 조정하기 위해 손수 일해야 하는 경험이 필요하고 그리고 이러한 기구를 청소합니다. 하는일이 도구를 다뤄야 하므로 사고를 미연에 방지하기 위하여 계속적인 주위와 관심을 가져야 합니다. 50파운드 이상되는 짐을 옮겨야 하므로 신체적으로 힘든일을 해야 할 경우가 생기고, 무거운 기구를 올리고 카트에 옮깁니다. 실내 또는 실외에서 일하고 때로는 아주 춥거나 험한 날씨에도 일을해야 할 경우도 있습니다.**

**자격요건: 경력 및 학력사항 필요없음. 신체건강한 분.**

**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 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**

**784-6706번으로 연락해 주시기 바랍니다.**

**신청 방법: 관심있는 오산미공군 인사처 관할 현직직원은 인사처 혹은 각 부대 행정계에서 현직자 배치 신청서를** [**https://51fss.com/civilian-personnel-flight/**](https://51fss.com/civilian-personnel-flight/) **구입 작성한 후 전자메일주소:** [**knstaffing@us.af.mil**](mailto:knstaffing@us.af.mil)**이나 오산기지 제 51 병력지원대대 민간인 인사처 채용과 건물 936, 군우 96278-2065로 제출바랍니다. 현직직원이 현직배치신청서를 이메일로 제출할때 현 직원이 지원하는 공고 번호와 직위 및 등급을 기재하시기 바랍니다.**

**타 인사처 관할 주한미군 현직직원은 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 페기 처리 됩니다. 구직신청서가 사본일경우에는 반드시 본인이 서명한후 제출바랍니다.**

**구직신청서 양식130EK는 오산기지 홈페이지** [**https://51fss.com/civilian-personnel-flight**](https://www.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 또는0505-784-6862로 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-076-24](#NAF)** OPENING DATE: 20 Nov 24

CLOSING DATE: 17 Dec 24

1st Cut Off: 03 Dec 24

**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/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). 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.** 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 Dec 03, 2024. Applications received after 1st cut-off date will not be referred once the position has been filled. 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**: General Custodial Worker: Work alone or as a member of a crew, performs the full range of janitorial duties of which the following are typical: Maintains a specified area in an orderly and clean manner. Vacuum cleans rugs, and draperies. Sweeps, mops, strips, scrubs, waxes, and polishes floors using industrial type power equipment. Adjusts and changes buffers, brushes and other attachment on power equipment. Dusts, waxes, and polishes furniture. Dusts ledges and woodwork. Empties ashtrays and wastebaskets. Polishes door knobs and other metal fixtures. Cleans glass partitions, inside and outside windows, using stepladders and extension ladders. Maintains restrooms in clean, orderly, and sanitary condition. Cleans, disinfects, and deodorizes, lavatories, urinals, and toilet bowls. Cleans, mirrors, and water fountains. Replaces deodorizers, toilet tissue, hand towels, and soap. Reports water leaks, clogged drains, and other conditions requiring maintenance to supervisor. Maintains supply of cleaning materials, and advises supervisor when more supplies are needed, or when equipment needs repair or replacement. Performs seasonal tasks such as the following: Performs other duties as assigned. WORKING CONDITIONS: Works indoors most of the time and outdoors occasionally. Exposed to conditions inherent in cleaning tasks described such as chapped hands or other irritation from working with strong cleaning agents. Possibility exists from serious disabling injury as a result of electrical shock from power cleaning equipment of from falling from scaffolds or ladders. Danger of minor burns from warming ovens, hot liquids and food containers. Danger of slipping on wet, soapy or highly polished floors. OTHER SIGNIFICAT FACTS: DRAM SHOP STATEMENT: Any member, dependent or guest that appears to be intoxicated and not in complete control of his/her faculties will be refused service of alcoholic beverages. Night manager and other member of the management staff (when possible) will inform this individual(s).

**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](mailto: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](mailto: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-076-24 발행 일자: 2024년 11월 20일**

**마감일자: 2024년 12월17일**

**직책 및 급수: 사환, 기능직 2급 (파트타임) 1차 마감일: 2024년 12월 03일**

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

**근무 장소: 주한미공군, 오산기지 클럽.**

**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. 이 공석 발표에 따라 지원하는 지원자는 추가 경쟁없이 풀타임직으로 전환될 수 있습니다. 2. 적격 지원서 위한 1차 마감일은 2024년 12월 03일입니다. 1차 마감일 이후에 접수된 지원서는 해당 자리가 채워진 후에는 고려되지 않습니다. 3. 외부구직자는 1-7순위에서 지원자가 없을시 고려될 것입니다. 4. 신규 채용된 비충당직원은 1년동안 다른 직위로의 이동은 책임자의 허가시에만 가능합니다.**

**주요 업무: 혼자 혹은 요원의 일원으로서 작업을 하며, 다음과 같은 광범위한 청소업무를 수행합니다. 지정된 장소를 깨끗하게 유지하고, 작업수행시 일반적인 지침에 따라 청소를 합니다. 각 작업의 빈도에 따른 지시서대로 계획된 범주 안에서 순서대로 작업을 하며 자체 계획을 세웁니다. 진공 청소기로 러그와 카펫을 청소하며 커튼을 깨끗이 정리합니다. 쓸고, 닦고, 문지르며 전동 청소장비를 사용하며 바닥을 왁스칠하고 광택을 냅니다. 전원 장치의 버퍼, 브러시 및 기타 부속품을 조정하고 변경합니다. 가구의 먼지를 제거하고 왁스 및 광택을 냅니다. 선반 및 목공품의 먼지를 털고, 재털이와 휴지통을 비웁니다. 문 손잡이 및 기타 금속 장치를 광택 처리합니다. 계단식 사다리와 확장 사다리를 사용하여 창문 내부 및 외부, 유리 파티션을 청소합니다. 화장실을 청결하고 질서 정연하며 위생적인 상태로 유지합니다. 화장실, 소변기, 변기 등을 청소, 소독, 탈취합니다. 거울과 세면대를 닦고, 탈취제, 화장지, 수건, 비누를 교체합니다. 누수, 배수구 막힘 및 기타 유지 관리가 필요한 상태를 감독자에게 보고합니다. 청소재료의 공급을 유지하고 추가공급이 필요한지 또는 장비 수리 또는 교체가 필요한 경우 감독자에게 알립니다. 할당된 다른 임무를 수행합니다. 근무조건: 대부분의 시간은 실내에서, 가끔은 실외에서 작업합니다. 강한 세제 사용으로 인해 손이 트거나 기타 자극등에 노출됩니다. 오븐, 뜨거운 물 또는 식품용기에 의한 가벼운 화상이나 발판이나 사다리에서 떨어지거나, 전력 청소 장비에 의한 감전등의 위험에 노출될 수 있습니다. 젖거나 비눗물이 있거나 광택이 나는 바닥에서 미끄러질 위험이 있습니다. 기타 중요한 요건: DRAM 숍 성명서: 술에 취하여 자신의 통제하지 못하는 것으로 보이는 손님은 알코올 음료 서비스를 거부합니다. 야간 관리자 및 가능한 경우 기타 관리직원이 개인에게 알립니다.**

**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 부양가족의 요건에 맞는분.**

**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 배치 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 현직배치신청서를 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 군전화 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-051B-24**](#AF) OPENING DATE: 20 Nov 24

CLOSING DATE: 28 Nov 24

**POSITION TITLE & GRADE**: Public Health Technician, KGS-0640-05/06/07

**SALARY**: KGS-05: Between 19571 – 28088 won per hour

KGS-06: Between 21989 – 31662 won per hour

KGS-07: 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**: Target grade of this position is KGS-07. If the position is filled at the lower grade than target grade, the incumbent may be promoted to the target grade non-competitively upon satisfactory completion of the job requirements, recommendation by the supervisor, and subject to meeting time-in-grade and qualification. 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:

KGS-05: 1 year of specialized experience equivalent to the KGS-04 level in the specialty field in which the duties of the position are to be performed or in closely related lines of work.

KGS-06: 1 year of specialized experience equivalent to the KGS-05 level in the specialty field in which the duties of the position are to be performed or in closely related lines of work.

KGS-07: 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**

KGS-05: 3 or 4 years course of study above high school leading to an associate degree or a bachelor’s degree in the medical and health care support fields with appropriate licensure or certification related to the occupation.

KGS-06 & KGS-07: 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, policies 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 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](mailto: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](mailto: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**