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| KN vacancy announcements |
| **Osan Civilian Personnel Flight** |
| **As of 18 Dec 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.

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| **APPROPRIATED FUND POSITIONS** |
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| ANN NO. | POSITION & GRADE | LOCATION | | WHO MAY APPLY | OPEN | | CLOSE |
| [OAB-065-24](#OAB_065_24) | Carpenter Senior Leader, KWB-4607-09 | 51st Civil Engineer Squadron, Operations Flight, Heavy Repair Elements, Structures, Osan AB. | | All current employees assigned with United States Air Force, Korea (USAFK).  (Priority Group 5) | 11 Dec 24 | | 19 Dec 24 |
| [OAB-066-24](#OAB_066_24) | Transportation Assistant, KGS-2102-05 | 51st Logistics Readiness Squadron, Distribution, Cargo Movement (Inbound), Osan AB | | All current employees assigned with United States Air Force, Korea (USAFK).  (Priority Group 5) | 11 Dec 24 | | 19 Dec 24 |
| [OAB-067-24](#OAB_067_24) | Maintenance Mechanic Assistant Foreman, KWB-4749-11 | 51st Civil Engineer Squadron, Operations Flight, Infrastructure System, HVAC/R, Osan AB | | All current employees assigned with United States Air Force, Korea (USAFK).  (Priority Group 5) | 18 Dec 24 | | 26 Dec 24 |
| [OAB-068-24](#OAB_068_24) | Painter Senior Leader, KWB-4102-09 | 51st Civil Engineer Squadron, Operations Flight, Heavy Repair Elements, Structures, Osan AB | | All current employees assigned with United States Air Force, Korea (USAFK).  (Priority Group 5) | 18 Dec 24 | | 26 Dec 24 |
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| **NON-APPROPRIATED FUND POSITIONS** | | | | | | | |
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| ANN NO. | | POSITION | LOCATION | WHO MAY APPLY | | | OPEN | CLOSE |
| [OAB-NAF-062-24](#OAB_NAF_062_24) | | Food Service Worker, KWB-7408-02  (Part-Time) | 51st Force Support Squadron, Osan AB. | All current USFK employees (Priority Group 5).  All registrants on the area reemployment priority list (ARPL) (Priority Group 6).  Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7).  Outside Korean National Applicant (Priority Group 8 & 9). | | | 01 Oct 24 | 30 Sep 25 |
| [OAB-NAF-063-24](#OAB_NAF_063_24) | | Custodial Worker,  KWB-3566-02,  (Part-Time) | 51st Force Support Squadron, Turumi Lodge, Osan AB | All current USFK employees (Priority Group 5).  All registrants on the area reemployment priority list (ARPL) (Priority Group 6).  Eligible family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7).  Outside Korean National Applicant (Priority Group 8 & 9). | | | 01 Oct 24 | 30 Sep 25 |
| [OAB-NAF-064-24](#OAB_NAF_064_24) | | Cook Junior,  KWB-7404-03,  (Part-Time) | 51st Force Support Squadron/Community Services Flight, Osan AB. | All current USFK employees (Priority Group 5). All registrants on the area reemployment priority list (ARPL) (Priority Group 6). Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7).  Outside Korean National Applicant (Priority Group 8 & 9). | | | 01 Oct 24 | 30 Sep 25 |
| [OAB-NAF-065-24](#OAB_NAF_065_24) | | Baker Junior,  KWB-7402-03  (Part -Time) | 51st Force Support Squadron/Community Services Flight, Osan Club Complex, Osan AB. | All current USFK employees (Priority Group 5). All registrants on the area reemployment priority list (ARPL) (Priority Group 6). Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7). Outside Korean National Applicant (Priority Group 8 & 9). | | | 01 Oct 24 | 30 Sep 25 |
| [OAB-NAF-058A-24](#OAB_NAF_058_24) | | Food Deliverer,  KWB-7401-03  (Part-Time) | 51st Force Support Squadron/Community Services Flight, Osan Club Complex, Checkertails. | All current USFK employees (Priority Group 5) | | | 04 Dec 24 | 31 Dec 24  1st Cut Off  17 Dec 24 |
| [OAB-NAF-061A-24](#OAB_NAF_061A_24) | | Maintenance Mechanic, KWB-4749-07  (Full-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). | | | 11 Dec 24 | 07 Jan 25  1st Cut Off  24 Dec 24 |
| [OAB-NAF-080-24](#OAB_NAF_080_24) | | Laborer, Semiskilled, KWB-3502-03  (Full-Time) | 51st Force Support Squadron/Turumi Lodge, Osan AB. | All current employees assigned with United States Air Force, Korea (USAFK)  (Priority Group 5). | | | 11 Dec 24 | 19 Dec 24 |
| [OAB-NAF-081-24](#OAB_NAF_081_24) | | Accounting Technician, KGS-0525-05  (Full-Time) | 51st Force Support Squadron/Resource Management Flight, Funds Control Section, Osan AB. | All current employees assigned with United States Air Force, Korea (USAFK)  (Priority Group 5). | | | 18 Dec 24 | 26 Dec 24 |
| [OAB-NAF-082-24](#OAB_NAF_082_24) | | Accounting Technician, KGS-0525-05  (Full-Time) | 51st Force Support Squadron/Resource Management Flight, Funds Control Section, Osan AB. | All current employees assigned with United States Air Force, Korea (USAFK)  (Priority Group 5). | | | 18 Dec 24 | 26 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-058A-24](#NAF)** OPENING DATE: 04 Dec 24

CLOSING DATE: 31 Dec 24

1st Cut Off: 17 Dec 24

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

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

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

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

**NOTE**: **1.** Applicants applying under this vacancy announcement may be converted to full-time without further competition. **2**. 1st cut-off date for referral of eligible applications will be Dec 17, 2024. Applications received after 1st cut-off date will not be referred once the position has been filled. 3. Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management.

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

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

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

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

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

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

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

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

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

**EMPLOYMENT POLICY**: It is the policy of USFK to employ based on qualification and merit. No employee may request, offer, or accept a gratuity in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the servicing CPO or Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6706 or military telephone 784-6706.

**HOW TO APPLY:** All current employees assigned with USAFK desiring consideration must complete an In-service Placement Application Form at <https://51fss.com/civilian-personnel-flight/>, and forward it through e-mail to [knstaffing@us.af.mil](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.

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

All applicants will be required to submit certificates of education, work experiences with tax deductions and license listed on the application. Applications must be in English and Korean, each item of the application be completely filled in and properly signed and dated. Failure to comply with these requirements will result in the application being destroyed without consideration. A photocopy of application with original signature will be acceptable.

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

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

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

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

YI, YONG CHA

Chief, KN Staffing Section

Civilian Personnel Flight

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

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**OAB-065-24**](#AF) OPENING DATE: 11 Dec 24

CLOSING DATE: 19 Dec 24

**POSITION TITLE & GRADE**: Carpenter Senior Leader, KWB-4607-09

**SALARY**: Between 21536 – 30998 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Civil Engineer Squadron, Operations Flight, Heavy Repair Elements, Structures, Osan AB.

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

(Priority Group 5)

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

**MAJOR DUTIES**: Performs some nonsupervisory duties but is mainly a supervisor concerned with leadership, instruction and direction of workers; has authority only for recommending changes in methods and procedures affecting organization of work or utilization and appraisal of workers. Receives short term assignments. Sees that work is accomplished efficiently. Has no final authority for administrative action. Oversees and coordinates all carpentry and masonry operations at Osan AB, ensuring proficient construction, installation, repair, and modification of a wide range of structures. Accountable for all assigned work, ensuring adherence to quality standards, production quotas, and deadlines. Specific assignments are based on clear oral and written instructions including time requirements and methods and procedures. Utilizes advanced carpentry and masonry techniques and shop mathematics to complete tasks independently. Repairs various roofing materials including asphalt, title, slate roll, felt and shingle. Provides direction and supervision to carpentry and masonry team members, ensuring adherence to quality standards and safety protocols. Plans daily work assignments and methods. Estimates time, equipment, material, and personnel needed. Secures permits and approvals before projects start. Handles projects and preventive maintenance (PM) like building frames, rafters, concrete forms, walls, staircases, door and window frames, and trim. Repairs roofing (asphalt, tiles, slate roll roofing, felt, shingles). Develops project plans, including scope, timeline, and resources. Coordinates with project managers, engineers, and stakeholders. Provides information on necessary materials, supplies, and equipment within project specs and budgets. Supervises and manages a team of carpenters and a mason, providing direction, guidance, and support throughout project execution and preventive maintenance (PM). Assigns tasks based on skill levels, project requirements, and priorities. Meets with the facility manager before and after site work to brief on the day’s work, schedule, and completion status. Monitors progress, productivity, and quality, addressing issues and ensuring protocol adherence. Handles informal complaints, provides counsels, and recommends employee services. Notes leave abuse and recommends corrective action. Reports job changes and suggests personnel actions as needed. Makes performance appraisals, recommends disciplinary actions to the foreman, and suggests ways to improve performance. Conducts through work site inspections to ensure compliance with project plans, safety regulations, and quality standards. Identifies hazards, safety risks, and environmental concerns, implementing corrective actions as needed. Documents findings, prepares reports, and communicates recommendations to stakeholders for informed decision-making and timely issue resolution. Develops training plans as needed with the assistance of the foreman. Identifies training needs and skill gaps among carpentry and masonry staff, designing and delivering tailored training programs to enhance competencies. Mentors’ junior carpenters, masons, apprentices, and trainees, providing hands-on instruction, constructive feedback, and opportunities for skill development and career advancement. Encourages professional growth and lifelong learning through workshops, seminars, and certification programs relevant to carpentry, masonry, and the construction industry. Establishes and maintains inventory control procedures to accurately track and manage carpentry and masonry materials, tools, and equipment. Conducts regular inventory audits, reconciles discrepancies, and replenishes stock as needed to ensure adequate supply levels and minimize downtime. Fosters effective communication and collaboration with internal and external stakeholders, including project teams, facility managers, subcontractors, vendors, and regulatory agencies. Participates in meeting, coordination sessions, and progress reviews to provide updates, address concerns, and align goals. Engages in cross-functional teamwork, sharing knowledge, resources, and best practices to achieve project milestones. Promotes a culture of safety and personal accountability among carpentry and masonry team members, emphasizing adherence to safety protocols and procedures. Conducts regular safety briefings, toolbox talks, and hazard assessments to raise awareness of potential risks and reinforce safe work practices. Enforce compliance with safety regulations, environmental regulations, and quality standards, taking proactive measures to mitigate hazards, prevent accidents, and protect personnel, property, and the environment. Performs other duties as assigned. WORKING CONDITIONS: The carpenter and mason senior leader works both indoors and outdoors, handling tasks that involve constructing, repairing, and maintaining structures in various weather conditions. This role requires adherence to safety protocols and the use of PPE to minimize risks from exposure to construction materials. Utilizing tools like power saws, drills, and scaffolding, the senior leader ensures their safe operation and proper maintenance. Tasks often require working at heights or in confined spaces, demanding physical fitness for lifting, climbing, and prolonged standing.

**OTHER SIGNIFICANT FACTS**: The possession of driver’s license for both GOV and POV is mandatory.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPERIENCE: One (1) year of general experience plus three (3) years of specialized experience at which one year must have been at “Leader” or two years at “Journeyman” or equivalent.

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

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

**SUBSTITUTION**:

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

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

**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 and higher the Test of English for International Communication (TOEIC) score of 350 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.

**(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. Extensive experience in carpentry and masonry work, including project planning, execution, and supervision; prior supervisory or leadership experience preferred.

b. comprehensive understanding of carpentry and masonry techniques, tools, materials, industry standards, codes, and safety protocols. Ability to use drawings and blueprints.

c. Ability to effectively lead, motivate, and supervise a team of carpentry and masonry technicians.

d. Strong verbal and written communication skills, with the ability to provide instruction, feedback, and facilitate collaboration.

e. Proficient problem-solving skills, with the ability to analyze issues, develop solutions, and make sound decision.

f. Ability to perform physically demanding tasks, including lifting, carrying, and operating tools and equipment in challenging environments.

g. Strong organizational skills, with the ability to plan, prioritize, and mange multiple projects simultaneously. Flexibility to adjust to changing priorities and work conditions.

**CONTINGENCY-ESSENTIAL(C-E) POSITION**: This position has been designated as Contingency-Essential (C-E).

A C-E employee will participate in base exercises equipped with the chemical warfare defense equipment. Selected candidate is required to sign an agreement, Korean Employee Contingency-Essential Position Agreement (USFK Form 200EK) and must be completed physical requirements test before effective date of appointment.

**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-066-24**](#AF) OPENING DATE: 11 Dec 24

CLOSING DATE: 19 Dec 24

**POSITION TITLE & GRADE**: Transportation Assistant, KGS-2102-05

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

**DUTY LOCATION:** 51st Logistics Readiness Squadron, Distribution, Cargo Movement (Inbound), 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**: Assigned to a Cargo Movement providing transportation services for movement of supplies from port areas to storage activities and for shipments from storage activities to customers and to port areas, performs a wide variety of clerical work involved in the receipt, processing and shipment of freight via rail, air, truck or water. Receives and reviews shipping information. Determines the most efficient and economical mode or transportation and number of transportation units necessary to the movement of freight. Consolidates shipment requests to effect maximum consolidation of materiel into full load quantities by destination. Coordinates with local military/commercial transportation agencies and storage concerns to determine the availability of required transportation services and their capabilities for shipping, receiving, handling, and loading cargo. Initiates orders for transportation services to local transportation agencies; arranges for switching and spotting railcars and dispatching trucks as required. Receives and reviews overseas shipment requests. Determines whether shipments be made via air or water transportation from standpoint of time and cost factors. Schedules consolidated shipment plans for less-than-car/truckload shipments to effect competent consolidation of freight into car/truckload quantities for delivery to consignees. Maintains related records; prepares routine related correspondence; served as translator as needed. Performs yard check and inspection work. Checks dispatched rail cars/trucks for suitability in terms of security measurements. Inspects loaded cars/trucks to ensure that load are securely blocked and braced. Seals doors prior to the release of outbound shipments. Checks inbound railcars/trucks for indication of breakage, damage, or loss. Requests joint investigation (representatives of carriers and storage concerns) upon detection of pilferage to determine the cause and reliability. Manages shipments imported through the three major ports in Korea and distributes Chong-ju AB, Suwon AB and Osan AB. Prepares required documents for imported government properties using USFK Form 95-EK and process through Korea Custom clearance office for authorization. Performs other duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS**:

One (1) year of specialized experience at grade level of KGS-04 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**:

Successfully completed education of four years above the high school level in a ROKG authorized or recognized university may be substituted for the experience required at grade KGS-05 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. Basic knowledge of standardized transportation instructions, regulations, policies, and procedures
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 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 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-NAF-061A-24](#NAF)** OPENING DATE: 11 Dec 24

CLOSING DATE: 07 Jan 25

1st Cut Off: 24 Dec 24

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

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

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

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

**NOTE**: 1. 1st cut-off date for referral of eligible applications will be Dec 24, 2024. Applications received after 1st cut-off date will not be referred once the position has been filled. 2. Priority Group 8 & 9 may be considered for the position when there are no eligible applicants from priority groups 1-7. 3. Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. 4. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

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

**MINIMUM QUALIFICATION REQUIREMENTS**:

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

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

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

**SUBSTITUTION**:

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

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

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

1. Knowledge of operating Electrical, carpentry, plumbing, stove repair, sheet-metal, painting, refrigeration and air-condition.
2. Skill in operating and maintaining hand and power tools and equipment; removing, repairing, installing, and replacing parts of utility and supply.

c. Ability to read and interpret instructions.

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

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

**EMPLOYMENT POLICY**: It is the policy of USFK to employ based on qualification and merit. No employee may request, offer, or accept a gratuity in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the servicing CPO or Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6706 or military telephone 784-6706.

**HOW TO APPLY:**

All current employees assigned with USAFK desiring consideration must complete an In-service Placement Application Form at https://www.51fss.com/employment/, and forward it through e-mail to [knstaffing@us.af.mil](mailto:knstaffing@us.af.mil) or Osun Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date. When current employee submit an In-service Placement Application Form to the e-mail [knstaffing@us.af.mil](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>/ under Civilian Personnel.

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

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

YI, YONG CHA

Chief, KN Staffing Section

Civilian Personnel Flight

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

**오산미공군기지 민간인인사처**

**한인직원 공석공고**

**공석공고번호: 오산기지-비세출-061A-24 발행일자: 2024년 12월11일**

**마감일자: 2025년01월07일**

**1차 마감일: 2024년 12월 24일**

**직책명 및 급수: 시설물 보수기사, 기능직 7급**

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

**근무장소: 주한미공군, 제 51 병력지원대대, 오산기지**

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

**알 림: 1. 적격 지원서 위한 1차 마감일은 2024년12월24일입니다. 1차 마감일 이후에 접수된 지원서는 해당 자리가 채워진 후에는 고려되지 않습니다. 2. 외부구직자는 1-7순위에서 지원자가 없을시 고려될 것입니다. 3. 신규 채용된 비충당직원은 1년동안 다른 직위로의 이동은 책임자의 허가시에만 가능합니다. 4. 이동수당비는 해당되지 않습니다.**

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

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

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

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

**자격대체:**

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

**요구되는 지식 및 능력:**

1. **전기, 목공 배관, 스토브 수리, 판금, 페인팅, 냉장고 및 에어컨을 수리할 수 있는 능력이 있어야 합니다.**
2. **건물, 시설물, 구조물의 수리, 설치 및 부품교체를 할수 있도록 전동 공구 및 장비를 사용하고 관리할 수 있는 기술이 있어야 합니다 .**
3. **작업에 필요한 지침을 읽고 이해할수 있는 능력이 있어야 합니다.**
4. **작업에 필요한 안전규정 및 절차에 대한 지식이 있어야 합니다.**

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

**고용 방침: 주한미군의 채용방침은 자격과 공적에 근거를 둡니다. 어떤직원도 주한 미군기관에서 고용 혹은 승진을 교환조건으로 사례금을 요구 혹은 제공받을수 없으며, 구직을 신청한 구직자의 권리행사를 방해할 수 없습니다. 그러한 사실을 범한 직원은 주한미군 기관에서 해고 대상이 됩니다. 이 방침에 위배되는 행위를 알고있는 사람은 즉시 오산기지 인사처장에게 전화번호 784-6706 또는 일반전화 0505-784-6862 번으로 연락 주시기 바랍니다.**

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

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

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

**구직자는 구직신청서에 기재한 학력, 자격증 그리고 경력 (소득세 원천증명서)을 인정할 수 있는 증명서를 제출하시기 바랍니다. 구직신청서 작성은 한글과 영어로 각 항목마다 정확하고 완전하게 작성해야 하며, 또한 일자와 서명은 본인이 직접 하여야 합니다. 위와같은 요구사항을 구비하지 못한 구직신청서는 고려하지 않고 폐기 처리 됩니다. 구직신청서가 사본일경우에는 반드시 본인이 서명한 후 제출바랍니다.**

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

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

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

**이 영 자**

**한인채용과장**

**민간인 인사처**

**한인 직원들이 볼수있는 게시판에 붙여 주십시요**

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER **[OAB-NAF-080-24](#NAF)**  OPENING DATE: 11 Dec 24

CLOSING DATE: 19 Dec 24

**POSITION TITLE, GRADE**: Laborer, Semiskilled, KWB-3502-03 (Full-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 employees assigned with United States Air Force, Korea (USAFK)

(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. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

**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 <http://51fss.com/employment>/, 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 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**

**오산미공군기지 민간인 인사처**

**한인 직원 공석 공고**

**공석공고 번호: 오산기지-비세출-080-24 발행 일자: 2024년 12월 11일**

**마감 일자: 2024년 12월 19일**

**직책 및 급수: 노무원, 기능직 3급 (풀타임)**

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

**근무 장소: 주한미공군 오산기지, 두루미호텔**

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

**알 림: 1. 신규 채용된 비충당직원은 1년동안 다른 직위로의 이동은 책임자의 허가시에만 가능합니다. 2. 이동수당비는 해당되지 않습니다.**

**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 배치신청서 https://51fss.com/civilian-personnel-flight/를 구입 작성한후 전자메일 주소: knstaffing@us.af.mil이나 오산기지 제 51 병력지원대대, 민간인 인사처 채용과 건물 936, 112호실로 마감일자까지 제출 하시기 바랍니다. 현직직원 이직신청서를 전자메일로 제출하실 경우, 반드시 전자메일 제목란에 응모하고자하는 공고번호와 직종을 기재하시기 바랍니다.**

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

**이 영 자**

**한인 채용 과장**

**주한 미공군 오산 인사처**

**한인 직원들이 볼수있는 게시판에 붙여 주십시요**

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**OAB-066-24**](#AF) OPENING DATE: 11 Dec 24

CLOSING DATE: 19 Dec 24

**POSITION TITLE & GRADE**: Transportation Assistant, KGS-2102-05

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

**DUTY LOCATION:** 51st Logistics Readiness Squadron, Distribution, Cargo Movement (Inbound), 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**: Assigned to a Cargo Movement providing transportation services for movement of supplies from port areas to storage activities and for shipments from storage activities to customers and to port areas, performs a wide variety of clerical work involved in the receipt, processing and shipment of freight via rail, air, truck or water. Receives and reviews shipping information. Determines the most efficient and economical mode or transportation and number of transportation units necessary to the movement of freight. Consolidates shipment requests to effect maximum consolidation of materiel into full load quantities by destination. Coordinates with local military/commercial transportation agencies and storage concerns to determine the availability of required transportation services and their capabilities for shipping, receiving, handling, and loading cargo. Initiates orders for transportation services to local transportation agencies; arranges for switching and spotting railcars and dispatching trucks as required. Receives and reviews overseas shipment requests. Determines whether shipments be made via air or water transportation from standpoint of time and cost factors. Schedules consolidated shipment plans for less-than-car/truckload shipments to effect competent consolidation of freight into car/truckload quantities for delivery to consignees. Maintains related records; prepares routine related correspondence; served as translator as needed. Performs yard check and inspection work. Checks dispatched rail cars/trucks for suitability in terms of security measurements. Inspects loaded cars/trucks to ensure that load are securely blocked and braced. Seals doors prior to the release of outbound shipments. Checks inbound railcars/trucks for indication of breakage, damage, or loss. Requests joint investigation (representatives of carriers and storage concerns) upon detection of pilferage to determine the cause and reliability. Manages shipments imported through the three major ports in Korea and distributes Chong-ju AB, Suwon AB and Osan AB. Prepares required documents for imported government properties using USFK Form 95-EK and process through Korea Custom clearance office for authorization. Performs other duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS**:

One (1) year of specialized experience at grade level of KGS-04 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**:

Successfully completed education of four years above the high school level in a ROKG authorized or recognized university may be substituted for the experience required at grade KGS-05 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. Basic knowledge of standardized transportation instructions, regulations, policies, and procedures
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 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 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-NAF-081-24](#NAF)** OPENING DATE: 18 Dec 24

CLOSING DATE: 26 Dec 24

**POSITION TITLE & GRADE**: Accounting Technician, KGS-0525-05 (Full-Time)

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

**DUTY LOCATION:** 51st Force Support Squadron/Resource Management Flight, Funds Control Section, 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**: Receives all cash receipt documents from participating NAFIs. Completes cashier’s reports and verifies to supporting documents. Posts, manually, to standard account forms, annotation required for the maintenance of subsidiary accounts. Records daily voluminous data contained in charge sale vouchers, adjustment vouchers, receipts for redeemed checks, membership dues, range fees, and other similar documents received from the NAFIs. Verifies validity, completeness, and mathematical accuracy of cashier’s reports. Controls and verifies for reports. Controls and verifies for accuracy, attached pre-numbered forms and the numbers recorded on cash register tapes. Informs the manager of the concerned NAFI and/or supervisor of detected discrepancies. Deducts cash shortages from total of actual sales reported and adds cash overages accordingly. Summarizes documents on batch control sheets for transfer of charge, deposits, etc., to accounts receivable. Consolidates cashiers reports for each NAFI and records summarized data on sales/receipts to preprinted general ledger codes. Assures that all cash receipt is deposited and posts daily deposit made by NAFIs to the bank account. Keeps manual accrual records on advance payments, reimbursable expense, and deposits payable and provides summary totals of monthly data to Accounts Control Section for inclusion in general ledger accounts.

**Serve as a Central Cashier back up plan at Cashier’s Cage**; Received deposit, replenishes change/impress fund and necessary funds for all NAFI activities. Receives change/check cashing fund replenishment requirements prior to data desired from all NAFI activities. Consolidates the NAFIs cash requirement and purchase cash from financial Institution as needed. Maintains a Central Cashiers Control Log by NAFIs/activity and makes a consolidated deposit to the serving financial institution. Perform other duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPEREINCE: One (1) year of specialized experience at grade level of KGS-04 or equivalent.

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

**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 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**:

1. Knowledge of established and standardized bookkeeping and accounting procedures to understand and work with an identifiable segment of an integrated double-entry accounting system.
2. Knowledge of accounting files, listings, and document control systems; the relationships between accounts; and the effect of debit and credit entries on the systems of accounts.
3. Knowledge of account codes related to an automated system and the requirements for processing transactions in an automated system.
4. Skill in operating a calculator and utilizing a keyboard to access or locate information through the use of a personal computer or terminal.
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 [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-082-24](#NAF)** OPENING DATE: 18 Dec 24

CLOSING DATE: 26 Dec 24

**POSITION TITLE & GRADE**: Accounting Technician, KGS-0525-05, (Full-Time)

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

**DUTY LOCATION:** 51st Force Support Squadron/Resource Management Flight, Funds Control Section, 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.

**MAJOR DUTIES**: Receives all cash receipt documents from participating NAFIs. Completes cashier’s reports and verifies to supporting documents. Posts, manually, to standard account forms, annotation required for the maintenance of subsidiary accounts. Records daily voluminous data contained in charge sale vouchers, adjustment vouchers, receipts for redeemed checks, membership dues, range fees, and other similar documents received from the NAFIs. Verifies validity, completeness, and mathematical accuracy of cashier’s reports. Controls and verifies for reports. Controls and verifies for accuracy, attached pre-numbered forms and the numbers recorded on cash register tapes. Informs the manager of the concerned NAFI and/or supervisor of detected discrepancies. Deducts cash shortages from total of actual sales reported and adds cash overages accordingly. Summarizes documents on batch control sheets for transfer of charge, deposits, etc., to accounts receivable. Consolidates cashiers reports for each NAFI and records summarized data on sales/receipts to preprinted general ledger codes. Assures that all cash receipt is deposited, and posts daily deposit made by NAFIs to the bank account. Keeps manual accrual records on advance payments, reimbursable expense, and deposits payable and provides summary totals of monthly data to Accounts Control Section for inclusion in general ledger accounts. Perform other duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPEREINCE: One (1) year of specialized experience at grade level of KGS-04 or equivalent.

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

**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 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**:

1. Knowledge of established and standardized bookkeeping and accounting procedures to understand and work with an identifiable segment of an integrated double-entry accounting system.
2. Knowledge of accounting files, listings, and document control systems; the relationships between accounts; and the effect of debit and credit entries on the systems of accounts.
3. Knowledge of account codes related to an automated system and the requirements for processing transactions in an automated system.
4. Skill in operating a calculator and utilizing a keyboard to access or locate information through the use of a personal computer or terminal.
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.

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YI, YONG CHA

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Civilian Personnel Flight

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**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**OAB-067-24**](#AF) OPENING DATE: 18 Dec 24

CLOSING DATE: 26 Dec 24

**POSITION TITLE & GRADE**: Maintenance Mechanic Assistant Foreman, KWB-4749-11

**SALARY**: Between 23359 – 33694 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Civil Engineer Squadron, Operations Flight, Infrastructure System, HVAC/R, Osan AB.

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

(Priority Group 5)

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

**MAJOR DUTIES**: Performs work involving the supervision and management of trades in HVAC/R Shop requiring a large group of journeyman craftsmen assigned. Plans workload and determines personnel requirements on a long-range basis. Organizes, coordinates, and directs the work activities and personnel of the shop supervised. Estimates work schedules including preventive maintenance and assigns duties to craftsmen and senior leaders and inspects their work with QA for quality and quantity in compliance with approved standards and regulations. Provides information and technical advice to higher level supervision and to flight leaders on such matters as ability to accomplish work assignments. Is responsible for strategic work planning on a quarterly or long-term basis for the utilization of personnel and resources within the HVAC/R field. This involves determining resource needs, materials, staffing requirements, and necessary skills to accomplish long-range work schedules. Additionally, analyzes work plans developed by subordinate staff, ensuring alignment with overall schedule requirements and addressing any unanticipated or emergency needs. Supervisory duties encompass overseeing and performing various tasks related to Heating, Ventilation, Air Conditioning, and Refrigeration Systems as well as preventative maintenance and repair work, in accordance with established regulations. Responsible for preparing and executing the two no-heat-no-cool seasons annually for Osan AB’s facilities, tasks including draining and recharging A/C systems, performing heat system maintenance, ordering parts for the upcoming winter heating season, in inspecting and testing cooling systems. Coordinates with supervisors from other organizations and function is integral to maintaining efficient work operations. Assigns and explains work requirements and operating instructions to subordinates and sets deadlines and establishes the sequence of work operations to be followed. Maintains balanced workloads by shifting assignments, workers, and other resources to achieve the most effective work operations. Evaluates work operations and reviews completed work and inspection reports to assure that standards are met. Coordinates work operations with the supervisors of other organizations and functions. Participates with subordinates in the development of performance plans. Advises them in advance of performance expectations. Provides feedback on strengths and weaknesses. Schedules leave of subordinate senior leaders, reviews personnel actions and performance appraisals and acts on personnel problems referred in accordance with regulations. Rewards of sues corrective action, as needed, in performance management. Serves as a management representative at hearing, meetings, and negotiations involving labor management relations. Resolves grievances and complaints, keeping higher levels of management informed as to their disposition. Restructures positions when necessary to achieve the most effective and economical utilization of personnel. Assures that subordinates effectively carry out policies to achieve management objectives. Recommends promotion or reassignment of subordinate senior leaders and determines their training needs. Maintains equipment accounts and shop stock items. Maintains records regarding progress, production, operation and maintenance, work schedules, daily activities. Reports time and attendance for both military and Korean National employees. Works with QA to keep records of materials used on work tasks. Uses management information reports, such as work task lists, Preventive Maintenance Task List, work trend analysis reports and purchase requests to determine work priorities and job schedules. Ensures education in, compliance with, and practice of security directives, good safety, and health habits in all work areas. Ensures employees with access to classified information comply with security directives. Reports all known security violations to the proper authority immediately when discovered. Submits reports in accordance with reporting directives. Ensures safety equipment and protective clothing/gear are worn when mandated by regulations. Reports any condition which might pose a hazard to safety or health to the appropriate authority as soon as possible after detection. Enforces safety, fire, and housekeeping rules and regulations for assigned personnel. Conducts daily safety meetings prior to dispatching workers to the job site. Reports unsafe mechanical and physical conditions, and work practices bordering on carelessness or negligence that may involve injury to workers or damage to property. Reports findings and recommendations to the supervisor. The job requires practical knowledge of work process and equipment, environmental conditions, safety standards, protective devices, and accident prevention measures. Performs follow-up actions as required to ensure the expeditious elimination of unsafe conditions and practices. Identifies employee training requirements. Conducts on the job training for newly assigned military and civilian employees. Gives job instructions for work methods, procedures, sequence of operation, safety practices, and all job related and equipment safety procedures. Assigned as an alternate Facilities Sub-Activity Manager of Mechanical/HVACR Systems to facilitate integration of manager’s requirements and prioritize into BAMP (Base Activity Management Plan) IAW PAD 12-03 CE Transformation. Performs other related duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPERIENCE: One (1) year of general experience plus three (3) years of specialized experience at which one year must have been at “Leader” or two years at “Journeyman” or equivalent.

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

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

**SUBSTITUTION**:

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

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

**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 and higher the Test of English for International Communication (TOEIC) score of 350 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.

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**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 a wide range of principles, processes, and techniques of trade(s) and/or craft(s) supervised and personnel management policies, practices, and procedures.

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

c. Ability to read and interpret blueprints, diagrams, sketches, and technical specification.

d. Ability to plan and organize work assignments to include determining resources required to accomplish mission.

e. Ability to manage overall direction and coordination of subordinate work activities and functions and implement sound personnel policies, practices, and procedures through subordinate supervisors. .

f. Ability to communicate in English effectively, both orally and in writing. Should be able to communicate with customers and explain problems and solutions associated with the job.

g. Ability to operate a suite of Microsoft Office applications, BUILDER Sustainment Management System and NexGen IT.

**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.

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**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**OAB-068-24**](#AF) OPENING DATE: 18 Dec 24

CLOSING DATE: 26 Dec 24

**POSITION TITLE & GRADE**: Painter Senior Leader, KWB-4102-09

**SALARY**: Between 21536 – 30998 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Civil Engineer Squadron, Operations Flight, Heavy Repair Elements, Structures, Osan AB.

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

(Priority Group 5)

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

**MAJOR DUTIES**: Performs some nonsupervisory duties but is mainly a supervisor concerned with leadership, instruction and direction of workers; has authority only for recommending changes in methods and procedures affecting organization of work or utilization and appraisal of workers. Receives short term assignments. Sees that work is accomplished efficiently. Has no final authority for administrative action. Is responsible for coordinating activities and managing a team of sign and painters. Overseeing signage and painting activities at Osan AB, ensuring quality workmanship and timely completion. Preparing surfaces, applying coatings and signage using various techniques and paints for desired appearance and protection. Maintaining equipment and enforcing safety protocol throughout the process. Plans daily work assignments and methods, estimating time, equipment, material, and personnel needed. Secures permits and approval before projects start. Develops project plans and preventive maintenance (PM) for painting and signage, including scheduling, material procurement, resource allocation, and budgeting. Coordinates with stakeholders to ensure alignment with goals and objectives. Monitors progress and adjusts plans to meet deadlines and quality standards. Provides information on materials, supplies, and equipment according to project specifications and budget constraints. Supervises and manages the Sign and Paint Team, providing clear direction, guidance, and support throughout all phases of project execution and preventive maintenance (PM). Assigns tasks based on individual skill levels, project requirements, and organizational priorities. Meets with the facility manager before and after site work to brief on the day’s work, schedule and completion status. Monitors progress, productivity, and quality standards, addressing issue, resolving conflicts, and ensuring adherence to established protocols. Conducts site inspections to ensure compliance with project plans, safety regulations, and quality standards. Identifies hazards, safety risks, and environmental concerns, implementing corrective actions as needed. Documents findings, prepares reports, and communicates recommendations to stakeholders for informed decision-making and timely resolution. Acts as the primary technical resource for sign and paint matters, offering guidance, troubleshooting, and innovative solutions to optimize project outcomes. Develops training plans as needed with the Assistant Foreman. Identifies training needs and skill gaps among sign and paint personnel, designing and delivering tailored training programs to enhance competencies. Mentors junior sign and paint personnel, apprentices, and trainees, providing hands-on instruction, constructive feedback and opportunities for skill development and career advancement. Establishes and maintains inventory control procedures to track and manage sign and paint materials, tools, and equipment. Conducts regular inventory audits, reconciles discrepancies, and replenishes stock as needed to ensure adequate supply levels and minimize downtime. Coordinates routine maintenance, repairs, and calibration of sign and paint equipment and machinery adhering to manufacturer specifications and safety guidelines to prolong service life and optimize performance. Fosters effective communication and collaboration with internal and external stakeholders, including project teams, facility managers, subcontractors, vendors, and regulatory agencies. Promotes a culture of safety and accountability among sign and paint team members, emphasizing adherence to safety protocols and procedures. Conducts regular safety briefings, toolbox talks, and hazard assessments to raise awareness of potential risks and reinforce safe work practices. Ensures compliance with safety, environmental, and quality standards, taking proactive measures to mitigate hazards, prevent accidents, and protect personnel, property, and the environment. Performs other duties as assigned. WORKING CONDITIONS: The sign and paint senior leader works both indoors and outdoors, handling interior and exterior surfaces of buildings, structures, and mobile equipment in various weather conditions. Encounters fumes, dust, and chemicals from painting materials. Adherence to safety protocols and PPE is essential to minimize risks. Compliance with safety protocols and the use of PPE is crucial. Uses tools like lifts, paint sprayers, brushes, rollers, and scaffolding, ensuring safe operation and maintenance. Tasks may involve working at heights or in confined spaces. Physical fitness is required for lifting, climbing, and prolonged standing.

**OTHER SIGNIFICANT FACTS**: The possession of driver’s license for both GOV and POV is mandatory.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPERIENCE: One (1) year of general experience plus three (3) years of specialized experience at which one year must have been at “Leader” or two years at “Journeyman” or equivalent.

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

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

**SUBSTITUTION**:

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

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

**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 and higher the Test of English for International Communication (TOEIC) score of 350 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.

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**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. Extensive experience in sign and paint work, including project planning, execution, and supervision; prior supervisory or leadership experience preferred.

b. Comprehensive understanding of sign and paint techniques, tools, materials, industry standards, codes, and safety protocols. Ability to user drawings and blueprints.

c. Ability to effectively lead, motivate, and supervise a team of Sign and paint technicians.

d. Strong verbal and written communication skills, with the ability to provide instruction, feedback, and facilitate collaboration.

e. Proficient problem-solving skills, with the ability to analyze issues, develop solutions, and make sound decision.

f. Ability to perform physically demanding tasks, including lifting, carrying, and operating tools and equipment in challenging environments.

g. Strong organizational skills, with the ability to plan, prioritize, and manage multiple projects simultaneously. Flexibility to adjust to changing priorities and work conditions.

**CONTINGENCY-ESSENTIAL(C-E) POSITION**: This position has been designated as Contingency-Essential (C-E).

A C-E employee will participate in base exercises equipped with the chemical warfare defense equipment. Selected candidate is required to sign an agreement, Korean Employee Contingency-Essential Position Agreement (USFK Form 200EK) and must be completed physical requirements test before effective date of appointment.

**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.

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