

KN vacancy announcements

Osan Civilian Personnel Flight

As of 15 Apr 26

HOW TO APPLY: All current employees assigned with USAFK desiring consideration must complete an In-service Placement Application Form at <https://www.51fss.com/civilian-personnel-flight/> and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCAKN, APO AP 96266-9021 no later than the closing date. When current employee submit an In-service Placement Application Form to the email address, knstaffing@us.af.mil, the e-mail subject line must contain the announcement number and position title and grade for which current employee is applying for. 현직자 이동 신청서를 전자 메일 주소, knstaffing@us.af.mil 로 전송할때는 전자메일의 제목란에 공고번호와 공고직책 및 급수를 기재하여 보내져야 합니다. 외부 이메일을 이용하여 현직자 이동 신청서를 제출할 경우 주한 미공군 네트워크에서 사용이 불가능하여 고려 될수 없는 경우가 발생할수 있으므로 인사처로 신청서 접수 유무를 확인하시기 바랍니다.

APPROPRIATED FUND POSITIONS

ANN NO.	POSITION & GRADE	LOCATION	WHO MAY APPLY	OPEN	CLOSE
OAB-021-26	Records and Information Management Specialist, KGS-0308-09	51st Communications Squadron, Knowledge Operations (SCOK), Osan AB.	All current USFK employees (Priority Group 5).	8 Apr 26	21 Apr 26
OAB-020-26	Contract Escort, KGS-0303-03 (Temporary NTE 30 Sep 26 – 임시직 2026 년 9 월 30 일까지)	51st Civil Engineer Squadron, Engineering Flight, Project Management, Osan AB	All current USFK employees (Priority Group 5).	1 Apr 26	28 Apr 26 1 st Cut-Off 14 Apr 26

NON-APPROPRIATED FUND POSITIONS

ANN NO.	POSITION	LOCATION	WHO MAY APPLY	OPEN	CLOSE
OAB-NAF-021-26	Recreation Assistant (Leisure Travel), KGS-0189-04	51 st Force Support Squadron/Community Services Flight,	All current employees assigned with United States Air Force, Korea (USAFK).	15 Apr 26	23 Apr 26

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	(Full-Time)	Information, Tickets & Travel, Osan AB.	(Priority Group 5)		
OAB-NAF-020-26	Cashier-Checker, KGS-2091-03 (Part-Time)	51st Force Support Squadron/Community Services Flight, Osan Club Complex, Osan AB.	All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5)	15 Apr 26	23 Apr 26
OAB-NAF-019-26	Laborer, Semiskilled, KWB-3502-03 (Part-Time)	51st Force Support Squadron/Community Services Flight, Osan Club Complex, Osan AB.	All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5)	08 Apr 26	16 Apr 26
OAB-NAF-018-26	Golf Facility Attendant, KWB-4840-04 (Part-Time)	51 FSS/Community Service Flight, Golf Course, Osan AB.	All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5)	08 Apr 26	16 Apr 26
OAB-NAF-017-26	Salesclerk, KGS-2091-03 (Part-Time)	51st Force Support Squadron/Community Service Flight, Golf Course, Osan AB.	All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5)	08 Apr 26	16 Apr 26
OAB-NAF-016-26	Laborer, Semiskilled, KWB-3502-03 (Part-Time)	51st Force Support Squadron/Turumi Lodge, Osan AB.	All current USFK KN employees (Priority Group 5).	08 Apr 26	21 Apr 26
OAB-NAF-053-25	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 25	30 Sep 26
OAB-NAF-054-25	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 25	30 Sep 26
OAB-NAF-055-25	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 25	30 Sep 26

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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 웹사이트에서 다운받으시길 바랍니다. (<https://www.51fss.com/civilian-personnel-flight/>)에서 **KN Application for Employment (구직신청서 130EK)**를 다운 받으실수 있습니다.다른 문의사항은 오산인사처 0505-784-6862 로 문의 바랍니다.

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT
KOREAN NATIONAL POSITION
CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER [OAB-NAF-053-25](#)

OPENING DATE: 01 Oct 25

CLOSING DATE: 30 Sep 26

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

SALARY: Between 14375–20379 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 for the position of Food Service Worker, KWB-02 (Part Time) at any facility located within Osan Air Base. This announcement will remain open until September 30, 2026, and qualified applicants will be reviewed and referred as vacancies arise. 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. USFK NAF employees newly hired on or after 1 Jul 2004 will be 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. However, they may be allowed to move to other NAF positions within their employing command/activity.

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 slicers, 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°F, 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.

EMPLOYEE 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. 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 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.

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

Family members should submit one copy of USFK Form 130EK, Application for Employment and Family members of US military and civilian federal employees must submit family member status form, a copy of sponsor's travel order and marriage certificate, to the Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCAKN, and APO AP 96266-2065.

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: <http://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

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오산미공군기지 민간인인사처 한인직원 공석공고

공고번호: 오산기지-비세출-053-25

발행일자: 2025년 10월 01일

마감일자: 2026년 09월 30일

직책 및 급수: 취사원, 기능직 2급 (파트타임)

급여: 시간당 14375 원에서 20379 원까지 (상여금 포함한 시간당 총급여액)

근무장소: 주한미공군, 오산기지

고려대상지역: 주한미군 현직직원 (우선순위 5). 지역 재고용 우선 순위 명단에 등록되어 있는 주한미군 전직직원 (우선순위 6). 현재 한국에서 근무하고 있는 미군장병 및 미국정부 기관에서 근무하고 있는 민간인의 부양가족 (우선순위 7). 외부구직자 (우선순위 8 & 9)

알림: 1. 본 공석공고는 2026년 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. 2004년 7월 1일 이후 신규 채용된 비충당직원은 자발적으로 다른 직책을 수락하기 전에 최초로 고용된 직책에서 최소 1년이상 근무해야 합니다. 단, 주한미공군 소속의 다른 비충당 직책으로의 이동은 언제든지 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, 믹서와 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. 옆질러진 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 미군장병 및 미국정부 기관에서 근무하고 있는 민간인의 배우자 또는 부양가족

4. 한국인 외부 구직자

기회균등에 관한 정책: 오산미공군기지는 기회균등주의를 실천하는 고용주입니다. 모든 응모자는 그들의 인종, 정치 혹은 종교적 신념, 피부색, 합법적인 특정 정치집단에 가입여부, 결혼여부, 성별, 나이, 혹은 원래국적 또는 신체적 장애 여부에 관계없이 동등한 고려를 받게 될 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 <http://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 맞는 응시자는 구직신청서 (주한미군 양식 130호) 1부와 부양가족 진술서 양식및 결혼증명서, 보호자의 근무발령장을 오산기지 제 51병력지원대대, 민간인 인사처 채용과, 건물 936, 112호실, 군우 96266-2065로 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 사본일 경우에는 반드시 본인이 서명한후 제출바랍니다.

구직신청서 양식130EK는 오산기지 홈페이지 <http://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 주십시오

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT
KOREAN NATIONAL POSITION
CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER [OAB-NAF-054-25](#)

OPENING DATE: 01 Oct 25

CLOSING DATE: 30 Sep 26

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

SALARY: Between 14375 – 20379 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 for the position of Custodial Worker, KWB-02 (Part Time) at Osan Lodging, Osan AB. This announcement will remain open until September 30, 2026, and qualified applicants will be reviewed and referred as vacancies arise.

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. USFK NAF employees newly hired on or after 1 Jul 2004 will be 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. However, they may be allowed to move to other NAF positions within their employing command/activity.

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. Family members 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 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:

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All current employees assigned with USAFK desiring consideration must complete an In-service Placement Application Form at <http://51fss.com/civilian-personnel-flight/>, and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Office, Bldg 936, Room 112, 51 FSS/FSCAKN, APO AP 96266-2065 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

Eligible family members should submit one copy of USFK Form 130EK, Application for Employment and Family members of US military and civilian federal employees must submit family member status form, a copy of sponsor's travel order and marriage certificate, to the Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCAKN, and APO AP 96266-2065.

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: <http://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

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미공군오산기지 민간인 인사처 한인직원 공석공고

공고 번호: 오산기지-비세출-054-25

발행 일자: 2025년 10월 01일

마감일자: 2026년 09월 30일

직책 및 급수: 사환, 기능직 2급 (파트타임)

급여: 시간당 14375원에서 20379원까지 (상여금 포함한 시간당 총 급여액)

근무 장소: 주한미공군 오산기지 두루미 호텔

고려대상지역: 주한미군 현직직원 (우선순위 5). 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)

- 알림: 1. 본 공석공고는 2026년 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 1-7 순위에 지원자가 없을시 고려될 것입니다.
4. 2004년 7월 1일 이후 신규 채용된 비충당직원은 자발적으로 다른 직책을 수락하기 전에 최초로 고용된 직책에서 최소 1년이상 근무해야 합니다. 단, 주한미공군 소속의 다른 비충당 직책으로의 이동은 언제든지 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 가벼운 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 미군장병 및 미국정부 기관에서 근무하고 있는 민간인의 배우자 또는 부양가족.
4. 한국인 외부 구직자.

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기회균등에 관한 정책: 오산미공군기지는 기회균등주의를 실천하는 고용주입니다. 모든 응모자는 그들의 인종, 정치 혹은 종교적 신념, 피부색, 합법적인 특정 정치집단에 가입여부, 결혼여부, 성별, 나이, 혹은 원래국적 또는 신체적 장애 여부에 관계없이 동등한 고려를 받게 될 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 <http://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 맞는 응시자는 구직신청서 (주한미군 양식 130호) 1부와 부양가족 진술서 양식및 결혼증명서, 보호자의 근무발령장을 오산기지 제 51병력지원대대, 민간인 인사처 채용과, 건물 936, 112호실, 군우 96266-2065로 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 사본일 경우에는 반드시 본인이 서명한후 제출바랍니다.

구직신청서 양식130EK는 오산기지 홈페이지 <http://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 주십시오

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT
KOREAN NATIONAL POSITION
CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: [OAB-NAF-055-25](#)

OPENING DATE: 01 Oct 25

CLOSING DATE: 30 Sep 26

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

SALARY: Between 15742 – 22402 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 Continuous Announcement for the position of Cook Junior, KWB-03 (Part Time) at any facility located within Osan Air Base. This announcement will remain open until September 30, 2026, and qualified applicants will be reviewed and referred as vacancies arise.

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. USFK NAF employees newly hired on or after 1 Jul 2004 will be 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. However, they may be allowed to move to other NAF positions within their employing command/activity.

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 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. 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 <http://51fss.com/civilian-personnel-flight/>, and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCA, APO AP 96266-2065 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail knstaffing@us.af.mil the subject line must contain the announcement number and position title and grade for which current employee is applying for.

Family members should submit one copy of USFK Form 130EK, Application for Employment and Family members of US military and civilian federal employees must submit family member status form, a copy of sponsor's travel order and marriage certificate, to the Osan Civilian Personnel Office, Bldg 936, Room 112, 51 FSS/FSCAKN, APO AP 96266-2065.

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: <http://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 18 호 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-020-26

OPENING DATE: 1 Apr 26

CLOSING DATE: 28 Apr 26

1st Cut-Off: 14 Apr 26

POSITION TITLE & GRADE: Contract Escort, KGS-0303-03
(Temporary NTE 30 Sep 26 – 임시직 2026 년 9 월 30 일까지)

SALARY: Between 15029 – 21345 won per hour (Total hourly compensation when bonuses are included)

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

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

- NOTE:** 1. USFK NAF employees newly hired on or after 1 Jul 2004 will be 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. However, they may be allowed to move to other NAF positions within their employing command/activity.
2. 1st cut-off date for referral of eligible applications will be 14 Apr 26. Applications received after 1st cut-off date will not be referred to once the position has been filled.
3. New temporary appointments and extensions may not exceed 2 years of continuous service.
4. Each temporary personnel action may be made with a Not to Exceed (NTE) date that corresponds to the end of the fiscal year.

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

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

MINIMUM QUALIFICATION REQUIREMENTS:

EXPERIENCE: Six (6) months of general experience.

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

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

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

ENGLISH LANGUAGE COMPETENCY:

1. The American Language Course Placement Test (ALCPT) score of 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 or the Test of English of 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 until the expiration date indicated on the test result sheet. (TOEFL 또는 TOEIC 성적이 2 년 만료일이 지났을 경우 갱신된 성적을 제출 바랍니다.)

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

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

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

HOW TO APPLY: All current employees assigned with United States Air Force, Korea (USAFK) desiring consideration must complete an In-Service Placement Application Form at <http://www.osankeu.com> and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCA, APO AP 96266-2065 no later than the closing date. When current employee submit an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

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

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

USFK Form 130EK is available at the Osan AB home page on the web site: <http://www.osankeu.com>.

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

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

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

YI, YONG CHA
Chief, KN Staffing
Civilian Personnel Flight

PLEASE POST ON BULLETIN BOARDS ACCESSIBLE TO KN EMPLOYEES

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**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT
KOREAN NATIONAL POSITION
CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER [OAB-NAF-016-26](#)

OPENING DATE: 08 Apr 26

CLOSING DATE: 21 Apr 26

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

SALARY: Between 15742 – 22402 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 KN employees (Priority Group 5).

NOTE: 1. Applicants applying under this vacancy announcement may be converted to full-time without further competition.
2. NAF employees newly hired on or after 1 Jul 2004 will be 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. However, they may be allowed to move to other NAF positions within their employing command/activity.

MAJOR DUTIES: Maintains a specified facility in a clean and orderly manner as directed including laundry rooms. Keeps common and public bathrooms in a clean, orderly and sanitary condition. Keeps a stock and operates hand tools and simple power equipment to perform tasks such as deep cleaning, shampooing rugs, hang drapes changes light bulbs, mowing lawns, clearing small trees and bushes, and removing snow. Also washing window seals, windows and exterior walls. May use a shovel or dig ditches and trenches where soil is not compacted and grading and sloping is not required, or to fill holes, level bumps and low places, or remove coal, ash, snow, dirt, etc. Load, unloads, moves, and stacks material such as heavy boxes and bulky items by hand, hand-trucks, or dollies. Opens creates and boxes using crowbars and cuts bands using shears. Places items where directed. Performs a variety of manual tasks such as moving, arranging, collecting, and cleaning equipment and materials. Moves and arranges furniture, as directed. Collect and empty garbage cans wash and wax cars and trucks by hand or using a powered buffer. Replaces day to day equipment such as light bulbs, toilet tissues, soap, etc. Some condition of facilities makes it necessary to repair furniture, television, clogged drains, drapes, water leaks or other condition of minor maintenance. Keeps a stock of clean linen, cleaning materials and equipment needed to perform task. Inform Supervisor immediately when more materials are needed, equipment is in an unsafe, unsecured state or if maintenance problems require professional attention. Immediately reports and safety issues to supervisor. Performs other duties as assigned. **Other Significant Facts:** A certain degree of manual skill is required in using necessary hand tools and in operating simple power equipment. Frequently exposed to weather and temperature extremes, drafts, noise, dust, and dirt and the possibility of bruises, muscle strains, cuts, and scrapes. Work requires the employee follow proper safety procedures and use standard safety equipment such as gloves, ear protectors, safety, and use standard safety equipment such as gloves, ear protectors, safety glasses, and steel-toe-shoes to avoid possible hazards in the work area. Heavy physical effort is required in frequently lifting and moving object weighing over 50 pounds and using heavy furniture loaded carts, etc. Work inside and/or outside, occasionally in bad weather exposed to extreme cold temperatures. Continuously standing, walking, stooping and/or lifting is 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/civilian-personnel-flight/>, and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Office, Bldg 936, Room 112, 51 FSS/FSCAKN, APO AP 96266-9021 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

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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: <http://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

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오산미공군기지 민간인 인사처 한인 직원 공석 공고

공석공고 번호: 오산기지-비세출-016-26

발행 일자: 2026 년 04 월 08 일

마감 일자: 2026 년 04 월 21 일

직책 및 급수: 노무원, 기능직 3 급 (파트타임)

급여: 시간당 15742 원에서 22402 원까지 (상여금 포함한 시간당 총 급여액).

근무 장소: 주한미공군 오산기지, 두루미 호텔

고려대상지역: 주한미군 현직직원 (우선순위 5).

알림: 1. 본 공석공고 응시자는 차기에 경쟁없이 풀타임직으로 전환될 수 있습니다. 2. 2004 년 7 월 1 일 이후 신규 채용된 비충당직원은 자발적으로 다른 직책을 수락하기 전에 최초로 고용된 직책에서 최소 1 년이상 근무해야 합니다. 단, 주한미공군 소속의 다른 비충당 직책으로의 이동은 언제든지 가능합니다.

주요 업무: 지정된 구역을 청소하고 정리정돈합니다. 공용 및 공중 화장실을 청결하고 정돈하며 위생적인 상태로 유지합니다. 정밀청소, 카펫세척, 커튼교체, 전구 교환, 잔디깎기, 작은나무 및 관목 제거, 제설작업 등의 업무를 수행하기 위해 수공구와 간단한 전동장 1 비를 비치하고 이를 조작합니다. 또한 창틀, 창문 및 건물 외벽을 세척합니다. 흙이 단단하게 굳지 않아 경사 조절이나 지면 평탄화 작업이 필요없는 구역에서 삽을 사용하여 도랑이나 배수로를 파거나, 구덩이를 메우고 울퉁불퉁한 지면을 평평하게 하며, 석탄, 재, 눈, 흙 등을 제거하는 작업을 수행할 수 있습니다. 무거운 상자나 부피가 큰 물품 등의 자재를 손, 손수레(핸드트럭), 또는 운반용 대차(돌리)를 사용하여 싣고, 내리고, 이동시키며, 적재합니다. 쇠지렛대(크로우바)를 사용하여 나무 상자나 골판지 상자를 개봉하고, 가위나 절단기를 이동, 정리, 수거 및 청소하는 등 다양한 육체적 작업을 수행합니다. 지시에 따라 가구를 이동시키고 배치합니다. 쓰레기통을 수거하여 비우고, 손이나 전동 광택기(버퍼)를 사용하여 승용차 및 트럭을 세차하고 왁스칠을 합니다. 전구, 화장지, 비누 등 일상적으로 소모되는 비품을 교체합니다. 시설 상태에 따라 가구, TV, 막힌 배수구, 커튼, 누수 지점 등을 수리하거나 기타 경미한 유지보수 작업을 수행할 수 있습니다. 업무 수행에 필요한 깨끗한 리넨, 청소 용품 및 장비를 충분히 비치해 둡니다. 자재가 추가로 필요하거나, 장비가 불안정하거나 고정되지 않은 상태, 또는 유지보수 문제가 전문가의 개입을 필요로 할 경우 즉시 관리자에게 보고합니다. 안전과 관련된 문제가 발생할 경우 즉시 관리자에게 보고 합니다. 그외 지시받은 업무를 수행합니다. 근무환경: 필요한 수공구를 사용하고 간단한 전동 장비를 조작하는 데 있어 일정 수준의 수작업 기술이 요구됩니다. 기상 악화나 극심한 기온 변화, 외풍, 소음, 먼지, 흙 등에 자주 노출되며, 타박상, 근육염좌, 베임, 굽힘 등의 부상을 입을 가능성이 있습니다. 업무 수행 시 작업구역 내의 잠재적 위험 요소를 예방하기 위해 적절한 안전 절차를 준수하고, 장갑, 귀마개, 안전 안경, 안전화(강철토 캡 포함)등 표준 안전 장비를 착용해야 합니다. 50 파운드(약 23KG) 이상되는 짐을 옮겨야 하므로 신체적으로 힘든일을 해야 할 경우가 생기고, 무거운 기구를 올리고 카트에 옮깁니다. 실내 또는 실외에서 일하고 때로는 아주 춥거나 험한 날씨에도 일해야 할 경우도 있습니다. 지속적으로 서 있거나, 몸을 숙이거나, 물건을 들어 올리는 동작이 필요합니다.

자격요건: 경력 및 학력사항 필요없음. 신체건강한 분.

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

고용 방침: 주한미군의 채용방침은 자격과 공적에 근거를 둡니다. 어떤직원도 주한 미군기관에서 고용 혹은 승진을 교환조건으로 사례금을 요구 혹은 제공받을 수 없으며, 구직을 신청한 구직자의 권리행사를 방해할 수 없습니다. 그러한 사실을 범한 직원은 주한미군 기관에서 해고 대상이 됩니다. 이 방침에 위배되는 행위를 알고있는 사람은 즉시 오산기지 인사처장에게 전화번호

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784-6706번으로 연락해 주시기 바랍니다.

신청 방법: 관심있는 오산미공군 인사처 관할 현직직원은 인사처 혹은 각 부대 행정계에서 현직자 배치 신청서를 <http://51fss.com/civilian-personnel-flight>/작성한 후 전자메일주소: knstaffing@us.af.mil 이나 오산기지 제 51 병력지원대대 민간인 인사처 채용과 건물 936, 군우 96266-9021 로 제출바랍니다. 현직직원이 현직배치신청서를 이메일로 제출할때 전자메일의 제목란에 공고 번호와 공고 직위 및 급수를 기재하시기 바랍니다.

타 인사처 관할 주한미군 현직직원은 구직신청서 (주한미군 양식 130EK)를 경기도 평택시 송탄우체국 사서함 18 호, 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 일자과 서명은 본인이 직접 하여야 합니다. 위와같은 요구사항을 구비하지 못한 구직신청서는 고려하지 않고 폐기 처리 됩니다. 구직신청서가 사본일 경우에는 반드시 본인이 서명한후 제출바랍니다.

구직신청서 양식 130EK 는 오산기지 홈페이지 <http://51fss.com/civilian-personnel-flight/> 에서 볼수 있습니다.

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

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

이 영 자
한인채용과장
민간인 인사처

한인 직원들이 볼수있는 게시판에 붙여 주십시오

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT
KOREAN NATIONAL POSITION
CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER [OAB-NAF-017-26](#)

OPENING DATE: 08 Apr 26

CLOSING DATE: 16 Apr 26

POSITION TITLE AND GRADE: Salesclerk, KGS-2091-03 (Part-Time)

SALARY: Between 15029 - 21345 won per hour. (Total hourly compensation when bonuses are included)

DUTY LOCATION: 51st Force Support Squadron/Community Service Flight, Golf Course, Osan AB.

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

NOTE: 1. Applicants applying under this vacancy announcement may be converted to full-time without further competition.
2. USFK NAF employees newly hired on or after 1 Jul 2004 will be 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. However, they may be allowed to move to other NAF positions within their employing command/activity.

MAJOR DUTIES: Examines credentials to determine eligibility. Sells/issues merchandise directly to authorized patrons. Ensures that all sales are processed as prescribed by the ration control regulations, internal store limits and policies. Records each sale in the Point of Sales (POS) computer system or cash collection record. Prepare daily POS cashier reports and maintains control of cash drawer or cash collection record. Replenishes depleted shelf and counter stocks; makes changes in item prices to conform to revised pricing guides. Notifies management when merchandise inventories reach established re-order levels. Is responsible for displaying and maintaining merchandise in a neat and presentable condition. Participates in recurring and special inventories of stock items by counting, weighing, listing and computing total quantities and costs. Prepares hot dogs, chili dogs, chili and rice bowls, and cup-of-noodles as required for sale to patrons, as well as other displayed snacks. Provides quality service to all patrons and refers problems and complaints promptly to supervisor. Displays proper customer service attitude at all times. Performs other sales clerk duties as assigned. Working Conditions: Incumbent is subject to hot-plate burns, hot water burns and electrical appliance shock if not following required safety procedures. Other Significant Facts: Knowledge of Point of Sales, cash register operations and funds handling is desirable. Must attend food handlers training prior to starting work.

MINIMUM QUALIFICATION REQUIREMENTS:

EXPERIENCE: 6 months of general experience or one year above high school.

ENGLISH LANGUAGE COMPETENCY:

1. The American Language Course Placement Test (ALCPT) score of 50 or above and successfully passing the English Comprehension Interview (ECI) is required.
2. The Test of English as a Foreign Language (TOEFL) score of 250 or higher or the Test of English for International Communication (TOEIC) score of 350 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.

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

- a. Ability to communicate orally and in writing
- b. Ability to operate cash register.

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

HOW TO APPLY: All current employees assigned with United States Air Force, Korea (USAFK) desiring consideration must complete an In-Service Placement Application Form at <https://www.51fss.com/civilian-personnel-flight/>, and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Office, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-9021 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

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

YI, YONG CHA
Chief, KN Staffing Section
Civilian Personnel Flight

PLEASE POST ON BULLETIN BOARDS ACCESSIBLE TO KN EMPLOYEES

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**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT
KOREAN NATIONAL POSITION
CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: [OAB-NAF-018-26](#)

OPENING DATE: 08 Apr 26

CLOSING DATE: 16 Apr 26

POSITION TITLE AND GRADE: Golf Facility Attendant, KWB-4840-04 (Part-Time)

SALARY: Between 17047-24331 won per hour (Total hourly compensation when bonuses are included)

DUTY LOCATION: 51 FSS/Community Service Flight, Golf Course, Osan AB.

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

NOTE: 1. Applicants applying under this vacancy announcement may be converted to full-time without further competition.
2. USFK NAF employees newly hired on or after 1 Jul 2004 will be 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. However, they may be allowed to move to other NAF positions within their employing command/activity.

MAJOR DUTIES: Receives, issues, and stores players' golf clubs, bags, and carts; ensures that equipment received is stored in the bin assigned to the player storing equipment. Issues rental golf clubs and pull carts to players. Ensures that the proper fees have been paid and keeps a record of equipment issued. Inspects returned equipment for loss and damage upon return. Reports incidents of loss or damage to management for action. Accomplishes minor repair of golf clubs, bags, and pull carts. Is responsible for safeguarding stored equipment and maintaining the store area in a clean and orderly manner. Coordinates play from the first and tenth tee ensuring a smooth flow of customer to the course, regulates play through the course ensuring that play continues and is completed in a timely manner. Ensures that all players have checked in and/or paid their fees prior to allowing them on the course. Performs other duties as assigned. Working Conditions: Work is performed indoors and outdoors. Subject to cuts and bruises when repairing equipment.

MINIMUM QUALIFICATION REQUIREMENTS:

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

General Experience: Actual work experience as a trainee, helper, or other work related to 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.

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.

- a. Knowledge of minor repair of golf club bags and carts.
- b. Ability to maintain golf equipment.

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.

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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://www.51fss.com/civilian-personnel-flight/>, and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Office, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-9021 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

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

YI, YONG CHA
Chief, KN Staffing Section
Civilian Personnel Flight

PLEASE POST ON BULLETIN BOARDS ACCESSIBLE TO KN EMPLOYEES

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오산미공군기지 민간인인사처 한인직원 공석공고

공석공고번호: 오산기지-비세출-018-26

발행일자: 2026년 04월 08일

마감일자: 2026년 04월 16일

직책명 및 급수: 골프장비 관리원, 기능직 4급 (파트타임)

급여: 시간당 17047 원에서 24331 원까지 (상여금 포함한 시간당 총급여액)

근무장소: 주한미공군 오산기지, 골프장

신청가능자: 주한미공군 오산인사처 관할 현직직원 (제 5 순위).

알림: 1. 본 공석공고 응시자는 차기에 경쟁없이 풀타임직으로 전환될 수 있습니다. 2. 2004년 7월 1일 이후 신규 채용된 비충당직원은 자발적으로 다른 직책을 수락하기 전에 최초로 고용된 직책에서 최소 1년동안 근무해야 합니다. 단 주한미공군 소속의 다른 비충당 직책으로의 이동은 언제든지 가능합니다.

주요업무: 고객들의 골프채, 가방이나 손수레를 받고 내주고 보관합니다. 고객의 골프장비를 지정된 고객 보관함에 보관합니다. 렌탈 골프채와 손수레를 가격을 지불했는지 확인하고, 장비를 대여해주고 기록합니다. 고객들이 빌린장비를 반납할때 분실 및 손상부분을 점검합니다. 문제가 발생시 관리 책임자에게 보고합니다. 간단한 수리가 필요한 골프채, 가방이나 손수레를 수리합니다. 보관된 장비를 관리하며, 창고 주변을 깨끗하게 정리합니다. 1번홀과 10번홀에서 손님들이 원활하게 골프를 칠수 있도록 경기흐름을 조성하며 정해진 시간에 경기를 마칠수 있도록 조절합니다. 골프 시작하기 전에 고객들이 골프비용을 지불했는지 확인합니다. 주어진 다른업무도 수행합니다. **근무 조건:** 업무는 실내나 실외에서 진행되고, 가벼운 상처나 타박상등을 입을수도 있습니다.

자격요건: 1년간의 일반경력과 1년의 전문경력이 필요합니다.

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

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

자격대체:

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

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

- 간단한 골프채 가방 및 손수레 수리.
- 골프장비를 관리할 수 있는 능력.

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

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

신청 방법: 관심있는 오산미공군 인사처 관할 현직직원은 인사처 혹은 각 부대 행정계에서 현직자 배치 신청서 <http://51fss.com/civilian-personnel-flight/>를 구입 작성한 후 전자메일주소: knstaffing@us.af.mil 이나 오산기지 제 51 병력지원대대 민간인 인사처 채용과 건물 936, 112 호실로 마감일자까지 군우 96266-9021 로 제출바랍니다. 현직직원 이직신청서를 전자메일주소 knstaffing@us.af.mil 로 전송할때는 전자메일의 제목란에 지원하는 공고번호와 직위 및 등급을 기재하시기 바랍니다.

추가정보: 더 자세한 문의사항은 군전화 784-6862 또는평택지역전화 0505-784-6862 로 연락바랍니다.

이 영 자
한인채용과장
민간인 인사처

한인 직원들이 볼수있는 게시판에 붙여 주십시오

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT
KOREAN NATIONAL POSITION
CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER [OAB-NAF-019-26](#)

OPENING DATE: 08 Apr 26

CLOSING DATE: 16 Apr 26

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

SALARY: Between 15742–22402 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 employees assigned with United States Air Force, Korea (USAFK) (Priority Group 5).

NOTE: 1. Applicants applying under this vacancy announcement may be converted to full-time without further competition.
2. USFK NAF employees newly hired on or after 1 Jul 2004 will be 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. However, they may be allowed to move to other NAF positions within their employing command/activity.

MAJOR DUTIES: Working alone or as a member of a crew, performs the full range of labor tasks includes janitorial duties of which the following are typical: Maintains a specified area orderly and clean following general instructions regarding the tasks to be performed. Sets up own schedule and sequence of tasks within the framework of a general schedule which states the required frequency of each task. Sets up tables, chairs, decoration and etc, vacuum cleans rugs and drapes. Digs and grades ditches and trenches with pick and shovel, sweeps, mops, strips, scrubs, waxes and polishes floors using heavy industrial powered equipment. Adjusts, changes and oils, buffers, brushes, rollers and other attachments on these machines. Washes and replaces venetian blinds, ceiling fixtures and room partitions using ladders and scaffolds. Loads and unloads trucks, box cars and other conveyances; moves, packs, unpacks, sorts, segregates, arranges, stacks, piles or relocates a large variety of supply items. Washes and cleans windows inside and outside of buildings using stepladders, extension ladders, scaffolds and safety belts. Performs seasonal tasks such as the following: Applies salt or other ice control material to building entrances and sidewalk area. Shovels snow from steps and walks in the immediate vicinity of assigned buildings. Mows and waters lawns within a specified distance from assigned building. Performs other related duties as assigned. **Working Conditions**: Work requires continuous standing, walking and stooping. Lifts, carries and places in position, various objects ranging from light to heavy in weight. May work inside and outside under all weather conditions but outside work is not normally performed during inclement weather conditions. Frequently performs work characteristic of a heavy laborer. Must wear OSHA required safety equipment, as necessitated by the type of work being performed. Exposed to conditions inherent in cleaning tasks described such as chapped hands or other irritation from working with strong cleaning agents. Possibility exists for serious disabling injury as a result of electrical shock from power cleaning equipment or from falling from scaffolds or ladders. Danger of minor burns from warming ovens, hot liquids and food containers. Danger of slipping on wet, soapy or highly polished floors. **Other significant facts**: Subject to work irregular tour of duty.

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 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://www.51fss.com/civilian-personnel-flight/>, and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Office, Bldg. 936, Room 112, 51 FSS/FSCAKN, APO AP 96266-9021 no later than the closing date. **When current employee submits an In-service Placement Application Form to the e-mail**

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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

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오산미공군기지 민간인 인사처 한인 직원 공석 공고

공석공고 번호: 오산기지-비세출-019-26

발행 일자: 2026 년 04 월 08 일

마감 일자: 2026 년 04 월 16 일

직책 및 급수: 노무원, 기능직 3 급 (파트타임)

급여: 시간당 15742 원에서 22402 원까지 (상여금 포함한 시간당 총 급여액).

근무 장소: 주한미공군 오산기지, 클럽

고려대상지역: 주한미공군 오산인사처 관할 현직직원 (제 5 순위).

알림: 1. 본 공석공고 응시자는 차기에 경쟁없이 풀타임직으로 전환될 수 있습니다. 2. 2004 년 7 월 1 일 이후 신규 채용된 비충당직원은 자발적으로 다른 직책을 수락하기 전에 최초로 고용된 직책에서 최소 1 년동안 근무해야 합니다. 단, 주한미공군 소속의 다른 비충당 직책으로의 이동은 언제든지 가능합니다.

주요 업무: 혼자 또는 그룹의 일원으로서 모든 범위의 노동 업무를 수행합니다. 수행할 작업에 관한 일반 지침에 따라 지정된 구역을 청소하고 정리 정돈합니다. 각 작업에 필요한 업무를 근무지 일정과 작업 순서에 따라 조정합니다. 테이블, 의자, 장식품등을 정리하고 러그와 커튼을 진공 청소합니다. 중동력 장비를 사용하여 배수구를 뚫고, 닦고, 왁스칠 및 바닥 광택 작업을 수행합니다. 필요한 장비를 조종, 변경하여 기름칠을 하거나 닦고, 다른 부착물을 조정합니다. 사다리와 비계를 사용하여 블라인드 또는 천장 고정 장치 및 객실 칸막이를 세척하고 교체합니다. 트럭 또는 박스카를 이용해 운송물을 싣고, 내리고, 이동하고, 포장을 하거나 포장을 풀거나, 다양한 물품을 필요한 곳에 재배치합니다. 계단식 사다리, 연장 사다리, 비계 및 안전벨트를 사용하여 건물 내/외부의 창문을 세척하고 청소합니다. 건물 출입구 및 보도 구역에 소금 또는 기타 제설제등을 도포하고, 계단에서 눈을 피내어 정해진 곳으로 치우는 계절 작업도 수행합니다. 배정된 건물에서 지정된 거리내의 잔디를 깎습니다. 할당된 기타 관련 작업을 수행합니다. 근무 환경: 작업중에는 계속 서고, 걷고, 구부리는 작업이 필요합니다. 무게가 가벼운것부터 무거운것까지 다양한 물품을 들어올리고, 운반하여 제자리에 배치합니다. 모든 기상 조건에서 내/외부 작업을 수행하지만, 악천후에는 외부 작업은 수행하지 않습니다. 수행중인 작업유형에 따라 위생복등의 필수 안전 장비를 착용해야합니다. 강한 세척제를 이용한 작업시에는 손이 뜨거나 갈라지는 환경에 노출될 수 있습니다. 전기 청소 장비에 의한 전기 충격 또는 사다리에서 떨어지는등의 부상의 위험에 노출됩니다. 오븐, 뜨거운 물 또는 음식 용기로 인한 화상의 위험이 있습니다. 젖은 바닥, 비눗물 또는 광택이 나는 바닥에서 미끄러질 위험이 있습니다. 기타 중요한 사실: 비정기적인 근무 일정으로 근무합니다.

자격요건: 경력 및 학력사항 필요없음. 신체건강한 분.

기회균등에 관한 정책: 오산미공군기지는 기회균등주의를 실천하는 고용주입니다. 모든 응모자는 그들의 인종, 정치 혹은 종교적 신념, 피부색, 합법적인 특정 정치집단에 가입여부, 결혼여부, 성별, 나이, 혹은 원래국적 또는 신체적 장애 여부에 관계없이 동등한 고려를 받게 될 것입니다.

고용 방침: 주한미공군의 채용방침은 자격과 공적에 근거를 둡니다. 어떤직원도 주한 미공군기관에서 고용 혹은 승진을 교환조건으로 사례금을 요구 혹은 제공받을수 없으며, 구직을 신청한 구직자의 권리행사를 방해할 수 없습니다. 그러한 사실을 범한 직원은 주한미공군기관에서 해고 대상이 됩니다. 이 방침에 위배되는 행위를 알고있는 사람은 즉시 오산기지 인사처장에게 전화번호 784-6706 번으로 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.mil 이나 오산기지 제 51 병력지원대대,

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민간인 인사처 채용과 건물 936, 112 호실로 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 0505-784-6862 로 연락바랍니다.

이 영 자
한인 채용 과장
주한 미공군 오산 인사처

한인 직원들이 볼수있는 게시판에 붙여 주십시오

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT
KOREAN NATIONAL POSITION
CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: [OAB-021-26](#)

OPENING DATE: 8 Apr 26

CLOSING DATE: 21 Apr 26

POSITION TITLE & GRADE: Records and Information Management Specialist, KGS-0308-09

SALARY: Between 29836 – 43235 won per hour (Total hourly compensation when bonuses are included.)

DUTY LOCATION: 51st Communications Squadron, Knowledge Operations (SCOK), Osan AB.

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

NOTE: 1. USFK NAF employees newly hired on or after 1 Jul 2004 will be 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. However, they may be allowed to move to other NAF positions within their employing command/activity. 2. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

MAJOR DUTIES: Serves as the Base Records and Information Manager, manages the installation's records and information management program through the creation, dissemination, research, storage and disposition of federal records. Formulates local policy, perform strategic analysis and planning, conduct program outreach, coordinate training, develop metrics, and ensure that sound information governance and accountability measures are in place in accordance with established guidelines. Manages the installation's Records and Information Management (RIM) program. Administers the organizations' s RIM program to align with the agency's business and mission needs. Develops and oversees record management applying established policies, principles, laws, standards and guidelines for paper records, electronic, magnetic, optical, imaged, and any other format for archiving and maintaining information used by the organization. Reviews higher headquarters policy and guidance to determine if there is a need for supplemental (local) direction to accomplish records management. Develops metrics for the installation's RIM program and ensuring sound information governance and accountability measures are in place. Uses RIMs system (such as, Air Force Records Information Management System – AFRIMS, Archives and Records Centers Information Systems – ARCIS, Electronic Records Archive – ERA) when directed by higher authority. Works with Unit Records Managers (RUMs) to update and maintain accurate office of record data in the AFRIMS. Maintains accurate record data in the RIMS system. Providing advice and guidance/training to records liaisons and records custodians on RIM lifecycle requirements. Conducts periodic RIM quality control reviews, compliance audits, risk assessments and surveys to measure the effectiveness of electronic systems and for general program improvement purposes. Ensures all security measures are in place to protect the integrity of the information within the program. Disseminates and disposes of information/records in accordance with program guidelines. Approves organizations inventory of records ensuring only the use, collection, and maintenance of information that are authorized by laws, orders, and other guidance. Manages the RIM training program. Establishes and conducts formal and/or informal training for installation personnel on maintenance of records, inventory of records, electronic records management, and any other area of records management deemed necessary. Such training may include train-the-trainer instructions, initial orientation, URM training workgroup Manager, and Functional systems Administrator training, and specialized training that include action officers, and individual user training. Prepares and updates training materials to promote a through understanding of the records management program and to provide the most current data. Plans and schedules training sessions based on needs identified during inspections and assignment of new/different personnel to the records management process. Conducts staff assistance visits to assigned units. Provides advice, technical Analysis, and assistance to units on the records management program. Reviews unit's inventory of records to ensure proper disposition schedules are being used. Ensures inventory of records is maintained in accordance with appropriate guidance. Prepares summary of findings and forwards to the proper authority for corrective actions. Conducts follow-up visits when required to ensure corrective actions are completed. Provides appropriate guidance during special circumstances such as merging of function, activation of new units, significant mission changes, or special emphasis projects to ensure compliance with records management guidance. Represents Records and Information Management to a variety of installation and/or tenant organizations. Establishes, develops, and maintains effective working relationships across the installation to include tenant organizations. Meets with key customer and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve problems that arise. Provides customer guidance, recommendations, and training on RIM issues. Participates and advises on special projects and initiatives and performs special assignments. Such a base publications and local supplements to higher headquarters guidance. Researches and determines appropriate actions or interpretation of issues that impact organization and installation RIM program. Establishes, develops, and maintains effective working relationships with installation members such as those in the Freedom of Information Act (FOIA), Privacy, information security, declassification,

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information System portfolio management, program management of information systems and databases. Alternate Freedom of Information Act (FOIA) & Privacy Act (PA) Manager. At the event the FOIA/PA Manager is unavailable, and the incumbent will support the FOIA & PA program. Ensures compliance with requirements under these programs. Alternate Publications and Forms Manager (PFM). At the event the PFM is unavailable, incumbent will assist the oversight in publications and forms process and management. Support the reviews of applicable publications and forms to ensure compliance before publishing.

OTHER SIGNIFICANT FACTS: Required to drive a GOV/POV to accomplish duty requirements associated with facilities on the installation and IT telecommunications areas geographically separated from Osan AB.

MINIMUM QUALIFICATION REQUIREMENTS:

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

SPECIALIZED EXPERIENCE: Experience which is in or closely related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

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

TRANSCRIPTS ARE REQUIRED IF USING EDUCATION AS SUBSTITUTION FOR SPECIALIZED EXPERIENCE.
COURSES MUST BE DIRECTLY RELATED TO THE WORK OF THE POSITION.

ENGLISH LANGUAGE COMPETENCY:

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

2. The Test of English as a Foreign Language (TOEFL) score of 550 and higher or the Test of English for International Communication (TOEIC) score of 750 and higher may be substituted for ALCPT requirement. Applicant must submit the TOEFL/TOEIC official copies of test score. TOEFL and TOEIC scores are valid for two years from the exam date.

(TOEFL 또는 TOEIC 성적이 2년 만료일이 지났을 경우 갱신된 성적을 제출 바랍니다.)

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

- a. Knowledge of the Record and Information Management Program, applicable Federal and Public Laws/Executive Orders/DOD Directives/Air Force Instructions, and National Archives and Records Administration guidelines and polices governing life-cycle management of records to include electronic records and information.
- b. Knowledge of RIM principles, policies and guidance to operate storage/staging facility and conduct staff assistance visits.
- c. Skill to use operating system software, data base concepts, and peripheral storage devices associated with management installation RIM program.
- d. Ability to establish, conduct and provide RIM training.
- e. Must have an excellent command of English language to include fluency in reading, writing and speaking.

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://www.osankeu.com> and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCA, APO AP 96266-2065 no later than the closing date. When current employee submit an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

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

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

USFK Form 130EK is available at the Osan AB home page on the web site: <http://www.osankeu.com>.

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

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

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

YI, YONG CHA
Chief, KN Staffing
Civilian Personnel Flight

PLEASE POST ON BULLETIN BOARDS ACCESSIBLE TO KN EMPLOYEES

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**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT
KOREAN NATIONAL POSITION
CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER [OAB-NAF-020-26](#)

OPENING DATE: 15 Apr 2026

CLOSING DATE: 23 Apr 2026

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

SALARY: Between 15029 –21345 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 employees assigned with United States Air Force, Korea (USAFK).
(Priority Group 5)

NOTE: 1. Applicants applying under this vacancy announcement may be converted to full-time without further competition.
2. USFK NAF employees newly hired on or after 1 Jul 2004 will be 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. However, they may be allowed to move to other NAF positions within their employing command/activity.

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

MINIMUM QUALIFICATION REQUIREMENTS:

EXPERIENCE: Six (6) months of general experience.

GENERAL EXPERIENCE: Progressively responsible work which indicates ability to acquire the knowledge, skills, and abilities (KSAs) needed to perform the duties of the position to be filled.

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

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

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

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

- a. Ability to operate a cash register.
- b. Ability to communicate effectively in English, both orally and in writing.

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

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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 KN employees assigned with USAFK desiring consideration must complete an In-service Placement Application Form at <http://51fss.com/civilian-personnel-flight/>, and forward it through e-mail to knstaffing@us.af.mil or Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCAKN, APO AP 96266-9021 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail knstaffing@us.af.mil, the subject line must contain the announcement number and position title and grade for which current employee is applying for.

ADDITIONAL INFORMATION: For 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

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**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT
KOREAN NATIONAL POSITION
CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER [OAB-NAF-021-26](#)

OPENING DATE: 15 Apr 26

CLOSING DATE: 23 Apr 26

POSITION TITLE AND GRADE: Recreation Assistant (Leisure Travel), KGS-0189-04 (Full-Time)

SALARY: Between 17624 - 25180 Won per hour (Total hourly compensation when bonuses are included)

DUTY LOCATION: 51st Force Support Squadron/Community Services Flight, Information, Tickets & Travel, Osan AB.

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

NOTE: 1. USFK NAF employees newly hired on or after 1 Jul 2004 will be 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. However, they may be allowed to move to other NAF positions within their employing command/activity. 2. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

MAJOR DUTIES: Performs travel agency duties, completes paperwork for tour registration, including handling money, issuing receipts, refunds, and transfers, counsels' customers in person or via telephone regarding tourist attractions and ITT tour itineraries throughout the ROK. Ensures that tour sign-up and all related paperwork and customer relations are accomplished, advises supervisors of trends, problems, suggestions, and customer feedback. Prepares various office forms to account for cash flow, customer statistics, and brochure distribution. Maintains adequate supplies of all brochures acquired from various tourist attractions and facilities; plus maintains businesslike, customer-oriented atmosphere. On accession work up at Incheon Airport selling bus tickets to people arriving to the Republic of Korea for the Incheon/Osan shuttle bus various days and hours and insuring that all tickets and money is accounted for. Occasionally serve as a tour guide for various ITT trips discussing history, facts, and things to do at the location in English. Requires computer skills such as Microsoft office and RecTrac/WebTrac. Must be able to communicate clearly, effectively and be able to read, speak and write English. Must be able to deal with U.S. Service members, DoD civilians, Contractors and their dependents insuring that they are provide with the quality customer care they come to expect. Performs other related duties assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

EXPEREINCE: One (1) year of general experience.

GENERAL EXPERIENCE: Progressively responsible work which indicates ability to acquire the knowledge, skills, and abilities (KSAs) needed to perform the duties of the position to be filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Successfully completed education of two years above the high school level in a ROKG authorized or recognized college, university may be substituted for the experience required at grade KGS-4.

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

2. The Test of English as a Foreign Language (TOEFL) score of 430 and higher 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 (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 the leisure trade in order to assist and advice customers.
- b. Knowledge of various office automation software programs, tools, and techniques to support office operations.
- c. Ability to communicate effectively, both orally and in writing.

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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

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