

# KN vacancy announcements

## Osan Civilian Personnel Flight

As of 20 May 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](mailto: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](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 이메일을 이용하여 현직자 이동 신청서를 제출할 경우 주한 미공군 네트워크에서 사용이 불가능하여 고려될수 없는 경우가 발생할수 있으므로 인사처로 신청서 접수 유무를 확인하시기 바랍니다.

### APPROPRIATED FUND POSITIONS

ANN NO.	POSITION & GRADE	LOCATION	WHO MAY APPLY	OPEN	CLOSE
<a href="#">OAB-024-26</a>	Contract Escort, KGS-0303-03 (Temporary NTE 30 Sep 26 – 임시직 2026 년 9 월 30 일까지)	51 <sup>st</sup> Civil Engineer Squadron, Engineering Flight, Project Management, Osan AB.	All current USFK employees (Priority Group 5).	20 May 26	16 Jun 26 1 <sup>st</sup> Cut-Off 2 Jun 26
<a href="#">OAB-023-26</a>	Fire Protection Inspector, KGS-0081-05/06/07/08	51 <sup>st</sup> Civil Engineer Squadron, Fire Emergency Services Flight, Fire Prevention Section, Osan AB.	All current USFK employees (Priority Group 5).	20 May 26	2 Jun 26
<a href="#">OAB-022-26</a>	Civilian Pay Technician, KGS-0544-05/06/07 (2 positions)	51 <sup>st</sup> Comptroller Squadron, Financial Operations Flight (FMF), Osan AB, <b>Pyongtaek</b>	All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5)	20 May 26	28 May 26
<a href="#">OAB-013A-26</a>	Production Control (Vehicle Maintenance), KGS-1152-05/06/07	51 <sup>st</sup> Logistics Readiness Squadron, Vehicle Management 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	13 May 26	26 May 26

			Applicant (Priority Group 8 & 9).		
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## NON-APPROPRIATED FUND POSITIONS

ANN NO.	POSITION	LOCATION	WHO MAY APPLY	OPEN	CLOSE
<a href="#">OAB-NAF-028-26</a>	Recreation Assistant (Leisure Travel), KGS-0189-04 (Part-Time)	51 <sup>st</sup> Force Support Squadron/Community Services Flight, Information, Tickets & Travel, Osan AB.	All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5)	20 May 26	28 May 26
<a href="#">OAB-NAF-027-26</a>	Laborer, Semiskilled, KWB-3502-03 (Part-Time-2 Positions)	51 <sup>st</sup> Force Support Squadron/Community Services Flight, Osan Club Complex, Osan AB.	All current USFK KN employees (Priority Group 5). All registrants on the area reemployment priority list (ARPL) (Priority Group 6). Eligible family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7). Outside Korean National Applicant (Priority Group 8 & 9).	20 May 26	02 Jun 26
<a href="#">OAB-NAF-026-26</a>	Laborer, Semiskilled, KWB-3502-03 (Part-Time)	51 <sup>st</sup> Force Support Squadron/Golf Course, Osan AB.	All current USFK KN 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).	13 May 26	26 May 26
<a href="#">OAB-NAF-025-26</a>	Recreation Assistant (Outdoor Activities), KGS-0189-04 (Full-Time)	51 <sup>st</sup> Force Support Squadron/Community Support Flight/Outdoor Recreation, Osan AB.	All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5)	13 May 26	21 May 26
<a href="#">OAB-NAF-053-25</a>	Food Service Worker, KWB-7408-02 (Part-Time)	51 <sup>st</sup> 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

<a href="#">OAB-NAF-054-25</a>	Custodial Worker, KWB-3566-02, (Part-Time)	51 <sup>st</sup> 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
<a href="#">OAB-NAF-055-25</a>	Cook Junior, KWB-7404-03, (Part-Time)	51 <sup>st</sup> 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

**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:** 51<sup>st</sup> 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. 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](mailto: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](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/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**

# 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. 엷질러진 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 사본일경우에는 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:** 51<sup>st</sup> 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:**

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 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](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/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**

# 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 번기등을 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.

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 <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:** 51<sup>st</sup> 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](mailto: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](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/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 팽택시 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-013A-26](#)

OPENING DATE: 13 May 26

CLOSING DATE: 26 May 26

**POSITION TITLE & GRADE:** Production Control (Vehicle Maintenance), KGS-1152-05/06/07

**SALARY:** KGS-05: Between 20157 – 28927 won per hour  
KGS-06: Between 22646 – 32606 won per hour  
KGS-07: Between 25107 – 36244 won per hour  
(Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Logistics Readiness Squadron, Vehicle Management 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. Priority Groups 8 & 9 may be considered for the position only when there are no eligible applicants from priority groups 1 - 7. 2. The target grade of this position is KGS-07. If the position is filled at a lower grade than the target grade, the incumbent may be promoted to the target grade non-competitively upon satisfactory completion of the job requirements, recommendation by the supervisor, and subject to meeting time-in-grade and qualification. 3. 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. 4. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES:** Serves as maintenance scheduler responsible for preliminary and immediate control functions to include advanced planning of workload on repair vehicles and equipment; investigation and analysis of work requirements in relation to maintenance capacity; compiling estimates of overall requirements for manpower and material resources; scheduling and dispatching jobs into the repair shops. Performs preliminary maintenance control functions. Receives requests for repair of vehicles and equipment. Investigates and analyzes work requirements in relation to maintenance capacity. Compiles estimates of overall requirements for materials, machines and man-hours by coordination with supervisory personnel in various repair shops and other activities to obtain planning data such as availability of machines, facilities, materials, man-hours and skills required to accomplish repairs. Assigns work priorities and considers shop manpower and material resources in accordance with vehicle Minimum essential Listing, War Readiness Materials (WRM) and peace time missions. Schedules and dispatches work order to appropriate vehicle maintenance work centers according to vehicle type and work to be accomplished. Determines workload to be accomplished in connection with given projects and priorities in relation to repair shop capabilities, availability of skilled personnel, equipment, production quotas and experience data. Answers about vehicle or shop inquiries. Notifies supervisor of any problem and of any excessive one time repair estimated costs. Monitors warranty workload. Trains newly assigned maintenance control personnel. Controls flow of work through maintenance activities and checks deferred work orders for proper documentation. Maintains status of deferred maintenance workload and schedule deferred jobs in for repairs when shop capability permits. Monitors and updates status of vehicles deadlines for parts, deadlines for maintenance, depot requirements, warranty, contract, and the Material Deficiency Programs. Ensures time compliance technical Orders, Limited Technical Inspections, and cannibalization actions are completed. Monitors and reconciles the Delayed Maintenance Program. Coordinates with all shop supervisors for vehicle repair status. Conducts inspections on new vehicles for information required to process vehicles into On-Line Vehicle Interactive Management System (OLVIMS). Develops and updates the Annual Scheduled Maintenance Plan for all vehicles and equipment maintained in OLVIMS. Plan must be completed and ready for review by deadline. Execute daily, weekly, monthly, and quarterly maintenance data. Distributes data to vehicle repair groups, managers, and higher headquarters as necessary. Plans and executes OLVIMS Database Management Systems (CONDORS) by programming and modifying various retrievals to meet users' needs as required. Assembles and prepares data for analysis reports and briefings by extracting and tabulating maintenance data in logical sequence using automated and manual methods. Maintains data in tabular, chart, graphic, and summary forms. Prepares visual media for briefings and written narratives. Analyzes data to identify trends and deviations from standards in performance indicators. Isolates problem areas and helps develop solutions. Assists the Vehicle Maintenance Manager/Superintendent and work center supervisors in the overall administration of KN employees. Acts as interpreter between maintenance management and assigned civilian personnel, and civilian contractors. Provides monthly safety briefings to assigned civilian personnel. Serves as the custodian of the Technical Order Distribution Account (TODA) for the vehicle maintenance activity. Performs other related duties as assigned.

**OTHER SIGNIFICANT FACTS:** Requires mechanical background and through knowledge of wide variety of vehicles/equipment.

## **MINIMUM QUALIFICATION REQUIREMENTS:**

### **EXPERIENCE:**

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

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

**KGS-07:** 1 year of specialized experience equivalent to the KGS-06 level in the specialty field in which the duties of the position are to be performed or in closely related lines of work.

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

### **SUBSTITUTION OF EDUCATION FOR EXPERIENCE**

**KGS-05:** 4 years of study above high school leading to a bachelor's degree in the vehicle fields to the occupation.

**KGS-06 and KGS-07:** Education cannot be substituted for any experience requirement above the KGS-05 level.

### **ENGLISH LANGUAGE COMPETENCY:**

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

2. The Test of English as a Foreign Language (TOEFL) score of 509 and higher the Test of English for International Communication (TOEIC) score of 650 and higher may be substituted for ALCPT requirement. Applicant must submit the TOEFL/TOEIC official copies of test score. TOEFL/TOEIC scores are valid for two years from the exam date.

(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 positions:

- a. Knowledge of governing vehicle maintenance/management regulations, policies, procedures, techniques, and methods.
- b. Knowledge of production control functions, operations, program requirements, and work methods.
- c. Skill in data entry and processing of transactions in the On-line Vehicle Interactive Management System (OLVIMS)
- d. Ability to apply basic analytical methods to determine trends and make recommendations to correct unfavorable developments.
- e. Ability to apply an extensive body of fleet management regulations, policies, procedures, techniques, and methods.
- f. Fluency in written and spoken English is required.

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

5. All current USFK employees.
6. Former USFK KN employees on the Area Reemployment Priority List (ARPL).
7. Family member of U.S. Armed Forces members whose duty station is in Korea.
8. All other 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](mailto:knstaffing@us.af.mil) or Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCA, APO AP 96278-2065 no later than the

closing date. When current employee submit an In-service Placement Application Form to the e-mail [knstaffing@us.af.mil](mailto:knstaffing@us.af.mil), the subject line must contain the announcement number and position title and grade for which current employee is applying for.

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, 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: <http://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 Flight, at 784-6862 or (0505) 784-6862.

YI, YONG CHA  
Chief, KN Staffing  
Civilian Personnel Flight

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

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

ANNOUNCEMENT NUMBER [OAB-NAF-025-26](#)

OPENING DATE: 13 May 26

CLOSING DATE: 21 May 26

**POSITION TITLE AND GRADE:** Recreation Assistant (Outdoor Activities), 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 Support Flight/Outdoor Recreation, Osan AB.

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

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

**MINIMUM QUALIFICATION REQUIREMENTS:**

**EXPERIENCE:** One year of general experience.

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

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

**ENGLISH LANGUAGE COMPETENCY:**

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

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

**REQUIRED KNOWLEDGE, SKILLS AND ABILITY:**

- a. Knowledge of the basic principles, procedures, and operation of an outdoor recreation program.
- b. Knowledge of safety regulations.
- c. Ability communicates effectively orally and in writing.

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

**EMPLOYMENT POLICY:** It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer, or accept gratuity in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment.

Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the Osan Air Base Civilian Personnel Officer, telephone 784-6706.

**HOW TO APPLY:** All current employees assigned with United States Air Force, Korea (USAFK) desiring consideration must complete an In-Service Placement Application Form at <https://51fss.com/civilian-personnel-flight/>, and forward it through e-mail to [knstaffing@us.af.mil](mailto: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 [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 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-026-26](#)

OPENING DATE: 13 May 26

CLOSING DATE: 26 May 26

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

**SALARY:** Between 15742 – 222402 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51<sup>st</sup> Force Support Squadron/Golf Course, Osan AB.

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

**NOTE:** 1. Applicants applying under this vacancy announcement may be converted to full-time without further competition. 2. Priority Group 8 & 9 may be considered for the position when there are no eligible applicants from priority groups 1-7. 3. 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:** Propagates, cultivates, and tends to turf, trees, flowers and all other plants residing on the golf course grounds. Performs tasks such as weed eating, trimming trees and shrubs, pulling weeds, raking bunkers and changing cups. Works as manual laborer on projects such as landscaping or building tees and greens. These duties can include the use of hand equipment such as weed eaters, trimmers, shovels rakes, etc. Laborers can be trained to use some other golf equipment such as movers and bunker rakes but will remain under direct supervision of the trainer until proficient. Works with irrigation technician to fix or repair irrigation breaks. Performs other duties as assigned. **Working Conditions:** Most work is performed outside. In working outside the incumbent is subject to extreme weather such as cold, heat, rain and snow; exposure to wind and dust is also possible. Must be able to work while wearing protective clothing such as boots, gloves, glasses and long pants. There are possibilities of minor injuries like cuts scrapes and bruises. **Other Significant Facts:** Must be able to perform heavy lifting of 25 kilograms for extended periods. Must have the ability to obtain necessary license for equipment that require a designated operator's license. Work schedules subject to no notice change due to inclement weather.

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

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

1. All current USFK KN 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 Korean National applicants.

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

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

**HOW TO APPLY:**

All current employees assigned with USAFK desiring consideration must complete an In-service Placement Application Form at <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 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](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/FSCAKN, and APO AP 96266-9021.

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**

# 오산미공군기지 민간인 인사처 한인 직원 공석 공고

공석공고 번호: 오산기지-비세출-026-26

발행 일자: 2026 년 05 월 13 일

마감 일자: 2026 년 05 월 26 일

직책 및 급수: 노무원, 기능직 3 급 (파트타임)

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

근무 장소: 주한미공군 오산기지, 골프장

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 공석공고 응시자는 차기에 경쟁없이 풀타임직으로 전환될 수 있습니다. 2. 외부구직자는 1-7 순위에서 지원자가 없을시 고려될 것입니다. 3. 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: 골프코스에 있는 잔디, 나무, 꽃, 다른모든 식물들을 재배하고 번식시킨다. 잔디손질, 잡초 제거, 나무와 관목등의 손질, 병cker정리, 컵을 변경하는 작업을 수행한다. 조경이나 티와 그린을 만드는등의 여러가지 해당되는 작업을 수행한다. 제초기나 다듬는 기계와 갈퀴등의 손으로 사용하는 장비등을 사용하여 작업을 한다. 작업자는 제초기와 갈퀴같은 골프 장비들을 다룰수 있도록 교육을 받을수 있으며 장비들을 능숙하게 다룰수 있을때까지 교육자의 감독하에 작업이 이루어진다. 관개수로 보수시 관개수로 기술자와 작업한다. 기타 부여된 다른 작업도 수행한다. 작업조건: 대부분의 작업이 옥외에서 이루어지며 옥외작업시 추위, 더위, 눈, 비, 바람이나 먼지등에 노출될수 있는 환경에서 작업한다. 작업시 장화, 장갑, 안경과 긴 팬츠등의 보호작업복을 입는다. 찰과상, 타박상 같은 가벼운 부상을 입을수 있다. 기타업무: 25 킬로 이상의 물건등을 들수 있어야 한다. 작업시 사용되는 장비의 면허증을 취득할수 있는 능력이 있어야 한다. 굵은날씨로 인해 예고없이 작업일정이 변경될수도 있다.

자격요건: 경력 및 학력사항 필요없음. 신체건강한 분.

면접 우선순위: 면접 우선권의 우선순위는 다음과 같습니다.

1. 주한미군 한국인 현직직원
2. 지역 재임용 우선순위에 등록된 주한미군 전직직원.
3. 현재 한국에서 근무하고 있는 미군장병 및 미국정부 기관에서 근무하고 있는 민간인의 배우자 또는 부양가족의 요건에 맞는분.
4. 한국인 외부 구직자

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

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

신청 방법: 관심있는 오산미공군 인사처 관할 현직직원은 인사처 혹은 각 부대 행정계에서 현직자 배치 신청서를

<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.

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 130 호) 1 부와 부양가족 진술서 양식및 결혼증명서, 보호자의 근무발령장을 오산기지 제 51 병력지원대대, 민간인 인사처 채용과, 건물 936, 112 호실, 군우 96266-9021 로 제출하시기 바랍니다.

타 인사처 관할 주한미군 현직직원과 외부구직자는 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-022-26](#)

OPENING DATE: 20 May 26

CLOSING DATE: 28 May 26

**POSITION TITLE & GRADE**: Civilian Pay Technician, KGS-0544-05/06/07 (2 positions)

**SALARY**: KGS-05: Between 20157 – 28927 won per hour  
KGS-06: Between 22646 – 32606 won per hour  
KGS-07: Between 25107 – 36244 won per hour  
(Total hourly compensation when bonuses are included)

**ORGANIZATION**: 51st Comptroller Squadron, Financial Operations Flight (FMF), Osan AB

**DUTY LOCATION**: Pyongtaek

**Note**: Applicants selected for these positions will work at the Army Finance and Accounting Services -Korea (AFAS-K), Camp Humphreys, Bldg 6440.

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

**NOTE**: 1. The target grade of this position is KGS-07. If the position is filled at a lower grade than the target grade, the incumbent may be promoted to the target grade non-competitively upon satisfactory completion of the job requirements, recommendation by the supervisor, and subject to meeting time-in-grade and qualification.  
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.  
3. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES**: Performs the full range of payroll services, processes, advisory assistance, and functions for assigned organizations and employees. Applies KN pay rate structure, payroll systems, laws, regulations, directives, local policies, and procedures related to the Korean payroll functions. KN Payroll Accounts are characterized by a variety of types of pay entitlement to both regular and irregular working hours, applicable differential, premium pay, overtime computations, deductions, etc. and frequent retroactive adjustments. Accounts are complicated by the following: (1) different types of appointments or employee situations and conditions (e.g., full-time, temporary, part-time, employees with retained rate of pay, and leave); (2) groups of employees whose actual working time differs from a normal biweekly schedule; (3) application of laws, rules, regulations and agency policy regarding pay entitlement to overtime, holiday and special rates, premium pay, allowances, etc.; and (4) need for frequent retroactive adjustments and tracing or errors which involve correction of the pay interrelations. Examines verifies a wide variety of time and attendance (T&A) documents for accuracy, propriety, completeness, and conformance to regulatory guidelines. Provides instructions and training to timekeepers and certifiers on the regulations, procedures and KN T&A programs. Assignments are complicated by widely varied types of pay plans, work schedules, and employment situations which require the application of numerous different and unrelated rules, pay methods, practices, and procedures. Determines how and at what point in the payroll cycle, changes or corrections should be made to the system so that employees can be paid properly. Recognizes the kinds of transactions that the system may not be programmed to handle, and coordinates with managers, personnel office, and resource management (RM) to ensure employees are properly and timely paid. Makes retroactive adjustments to T&A and traces sources of errors to ensure attendance reports balance with one another or with reports outside the T&A office. Answers questions from and provides advice to employees, timekeepers, supervisors, and staff personnel on rules, regulations, procedures, etc. relating to all payroll issues including T&A, withholding taxes, insurance premiums, and severance pay calculations. Creates Payroll Payment Voucher in the General enterprise financial Business System (GFEBS) using GFEBS T-Code F110 to include the proposal, reversal, and any necessary rate changes. Carries out special projects not directly related to the day-to-day processing of T&A. Prepares and verifies statistical data for T&A reports. Conducts comprehensive reviews of pay transactions and determinations, resolves cases involving under-payments and over-payments, and makes retroactive adjustments. Identifies problems, determines corrective actions, and makes correction to ensure data entry to the master employee record (MER) to include savings allotments, national and local tax authorizations, net-pay distribution, advanced or restored leave, and adjustments to annual leave, sick leave, and miscellaneous leave such as compensatory leave are accurate. The employee uses judgment to interpret laws, regulations, and guidelines, adapts procedures, decides approaches, and

resolves a wide variety of complex issues and problems within the full range of payroll functions. Processes adjustments that may span several periods or years and involve recalculations of salaries, leave, and benefits at different rates, requiring manual computation and research of history files and reporting insurance premiums adjustments and tax adjustments to Republic of Korea (ROK) agencies. Performs year-end reconciliation of tax liability at the close of each tax year or upon separation from employment and re-computes employee's income taxes. Reviews income tax deduction reports and related supporting documents submitted by individual employees. Review procedures are complicated due to frequent changes of the ROK tax laws and a variety of items which require complex computations of different deduction rates and tax credits. Performs test runs of the Korean Year-end Tax Settlement Data Module (KTAX) each year according to the ROK tax law changes and provides recommendations to the AFAS-K Information Management Division to ensure accuracy of the KTAX. Responsible for providing extensive over the counter and liaison service between civilian employees, timekeepers, supervisors, RMs, personnel offices, ROK tax offices and insurance corporations. Receives documents from employees authorizing changes affecting their payroll accounts, including but not limited to changing addresses; starting, changing, or stopping retirement insurance; and starting, or stopping union dues (if used). Maintains customer service support files for all documentation received, such as 7319: direct deposit information for Electronic File Transfer (EFT) of net pay authorizations, retirement insurance, union dues, employee mailing address changes, advance leave authorization, restored leave authorizations, leave and earning statements, SF-50s, and miscellaneous correspondence. Performs other related duties as assigned by 51<sup>st</sup> CPTS/FMF Leadership and AFAS-K Chief, Korean Nation Pay Division.

**OTHER SIGNIFICANT FACTS:** Physical work location is Army Finance and Accounting Services -Korea (AFAS-K) at Camp Humphreys, Bldg 6440.

### **MINIMUM QUALIFICATION REQUIREMENTS:**

#### **EXPERIENCE:**

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

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

KGS-07: One year of specialized experience at grade level of KGS-06 or equivalent experience.

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

#### **SUBSTITUTION OF EDUCATION FOR EXPERIENCE:**

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

**KGS-06 & KGS-07:** Education cannot be substituted for any experience requirement above the KGS-05 level.

#### **ENGLISH LANGUAGE COMPETENCY:**

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

2. The Test of English as a Foreign Language (TOEFL) score of 509 and higher the Test of English for International Communication (TOEIC) score of 650 and higher may be substituted for ALCPT requirement. Applicant must submit the TOEFL/TOEIC official copies of test score. TOEFL/TOEIC scores are valid for two years from the exam date.

(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 positions:

- a. Knowledge of various associated financial and accounting systems and software products to support civilian pay responsibilities.
- b. Knowledge of generally accepted financial principles regarding pay and leave rules, guidelines, policies, procedures and how to apply these to conduct research efforts to provide responses using payroll program functions within financial and accounting systems.
- c. Knowledge of Republic of Korea (ROK) tax laws, year-end tax settlement processes (KTAX), withholding taxes, and insurance premium regulations.
- d. Ability to collaborate with personnel offices, resource management, and external agencies (tax offices and insurance corporations) to ensure timely and accurate pay.
- e. Fluency in written and spoken English is required.

**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 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 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](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-023-26](#)

OPENING DATE: 20 May 26

CLOSING DATE: 2 Jun 26

**POSITION TITLE & GRADE:** Fire Protection Inspector, KGS-0081-05/06/07/08

**SALARY:** KGS-05: Between 20157 – 28927 won per hour  
KGS-06: Between 22646 – 32606 won per hour  
KGS-07: Between 25107 – 36244 won per hour  
KGS-08: Between 27501 – 39784 won per hour  
(Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51<sup>st</sup> Civil Engineer Squadron, Fire Emergency Services Flight, Fire Prevention Section, Osan AB.

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

**NOTE:** 1. The target grade of this position is KGS-08. If the position is filled at a lower grade than the target grade, the incumbent may be promoted to the target grade non-competitively upon satisfactory completion of the job requirements, recommendation by the supervisor, and subject to meeting time-in-grade and qualification.  
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.  
3. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES:** Conducts an information program to elicit support and involvement in fire prevention, detection, and suppression. Secures client interest through emphasis of pertinent fire prevention topics and developing messages from actual fire incidents. Regularly disseminates information through a variety of media, such as the base bulletin, the base newspaper, special base events/gatherings, and regular orientations and workshops. Interacts with a wide variety of employees and others in all aspects of fire prevention. Coordinates established fire watch programs, such as fire marshal program, through building custodians/facilities managers. Develops and conducts extensive fire protection and prevention education and training programs. Develops material and provides situational and classroom training for the installation on fire prevention activities. Addresses a variety of client groups in fire program methods and goals. Conducts training of fire fighters in basic fire inspection methods and fire regulations. Provides training to area/building fire marshals and post occupants on inspection and evacuation procedures. Performs regular and periodic fire protection inspections for all area of the installation where the potential severity and expectancy for fire is high and involves hazards that are difficult to recognize and, once identified, require advanced or innovative methods to reduce or eliminate them. Adapts accepted techniques for application to potential hazards in highly specialized and technical operations. Locates, isolates, and identifies actual or potential fire hazards and fire safety deficiencies, and initiates appropriate corrective action. Stay alert to new or unusual types of combustibles or other hazardous materials and recognizes conditions of high fire expectancy and severity. When found, questions operating personnel as to identification of the hazardous material and researches technical manuals, fire codes, and trade references to reduce or eliminate the hazard. Occasionally, fire prevention or safety engineers participate in studying fire prevention problems and investigating actual incidents. Inspects, tests, and corrects deficiencies on a variety of fire protection systems, many of which are complex or designed for a specific operation or hazardous condition, (e.g., carbon dioxide cascade systems, halon total flood systems, heat rise detection systems, and interlock systems). Maintains close checks on new system being installed to ensure installation and performance are in accordance with established standards. Maintains through familiarity with the layout and contents of buildings, locations of fire protection systems, and other similar characteristics of the installation. Conducts review of architectural drawings and specifications to determine compliance with fire/safety regulations and evaluates special features impacting the fire protection mission. Recommends changes with the scope of applicable regulations and practices. Interacts with fire protection and safety engineering personnel to evaluate complex hazardous materials and develop specific corrective measures to ensure safe operations. Monitors all construction projects, maintenance and repair of structures. Coordinates any recommendations changes and/or additions for compliance with current NFPA requirements. Performs other duties as assigned.

**OTHER SIGNIFICANT FACTS:** U.S. Government Motor Vehicle Operator's Identification Card, Optional Form 346 must be obtained and remain current. Individual will be required at the convenience of the Air Force to perform temporary duty travel by

either government or commercial air or ground transportation, and utilize government furnished quarters and mess at temporary duty stations when available. Individual will also perform duties as equipment custodian and be the fire emergency services contracting office representative for hood and ducts, wet/dry chemical system and fire extinguisher contracts.

**MINIMUM QUALIFICATION REQUIREMENTS:**

**EXPERIENCE:**

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

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

**KGS-07:** 1 year of specialized experience equivalent to the KGS-06 level in the specialty field in which the duties of the position are to be performed or in closely related lines of work.

**KGS-08:** 1 year of specialized experience equivalent to the KGS-07 level in the specialty field in which the duties of the position are to be performed or in closely related lines of work.

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

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE**

**KGS-05:** A bachelor's degree in the field of Fire Protection in which the duties are to be performed will be fully qualified for a KGS-05 position in the specialty field of the position.

**KGS-06 and above:** Education cannot be substituted for any experience requirement above the KGS-05 level.

**ENGLISH LANGUAGE COMPETENCY:**

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

2. The Test of English as a Foreign Language (TOEFL) score of 509 and higher the Test of English for International Communication (TOEIC) score of 650 and higher may be substituted for ALCPT requirement. Applicant must submit the TOEFL/TOEIC official copies of test score. TOEFL/TOEIC scores are valid for two years from the exam date.

(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 positions:

- a. Knowledge of the theory of fire propagation and progression and the application of techniques and principles to reduce or eliminate hazards.
- b. Knowledge of the layout, design, construction and contents of buildings; location of fire protection systems.
- c. Knowledge of regulation, policies and procedures of fire protection
- d. Ability to establish priorities and procedures of inspections.
- e. Ability communicates effectively orally and in writing.

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

**EMPLOYMENT POLICY:** It is the policy of USFK to employ based on 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.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 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](mailto:knstaffing@us.af.mil), the subject line must contain the announcement number and position title and grade for which current employee is applying for.

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

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

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

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

ANNOUNCEMENT NUMBER: [OAB-024-26](#)

OPENING DATE: 20 May 26

CLOSING DATE: 16 Jun 26

1<sup>st</sup> Cut-Off: 2 Jun 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**: 51<sup>st</sup> 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. 1<sup>st</sup> cut-off date for referral of eligible applications will be 14 Apr 26. Applications received after 1<sup>st</sup> 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 will 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.)

**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.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 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](mailto:knstaffing@us.af.mil), the subject line must contain the announcement number and position title and grade for which current employee is applying for.

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

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

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

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

ANNOUNCEMENT NUMBER [OAB-NAF-027-26](#)

[OPENING DATE](#): 20 May 26

[CLOSING DATE](#): 02 Jun 26

**POSITION TITLE, GRADE**: Laborer, Semiskilled, KWB-3502-03 (Part-Time-2 Positions)

**SALARY**: Between 15742 – 22402 won per hour (Total hourly compensation when bonuses are included)

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

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

**NOTE**: 1. Applicants applying under this vacancy announcement may be converted to full-time without further competition. 2. Priority Group 8 & 9 may be considered for the position when there are no eligible applicants from priority groups 1-7. 3. 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.

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

1. All current USFK KN 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 Korean National applicants.

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

**EMPLOYMENT POLICY**: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer, or accept a gratuity in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices is subject to removal from USFK employment.

Anyone aware of acts or omissions contrary to this policy is urged to contact immediately contact the Osan Air Base Civilian Personnel Officer, commercial telephone: 784-6706.

**HOW TO APPLY:**

All current employees assigned with USAFK desiring consideration must complete an In-service Placement Application Form at <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 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](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/FSCAKN, and APO AP 96266-9021.

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**

# 오산미공군기지 민간인 인사처 한인 직원 공석 공고

공석공고 번호: 오산기지-비세출-027-26

발행 일자: 2026 년 05 월 20 일

마감 일자: 2026 년 06 월 02 일

직책 및 급수: 노무원, 기능직 3 급 (파트타임-2 자리)

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

근무 장소: 주한미공군 오산기지, 클럽

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 공석공고 응시자는 차기에 경쟁없이 풀타임직으로 전환될 수 있습니다. 2. 외부구직자는 1-7 순위에서 지원자가 없을시 고려될 것입니다. 3. 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: 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 순서에따라 조정합니다. 테이블, 의자, 장식품등을 정리하고 러그와 커튼을 진공 청소합니다. 중동력 장비를 사용하여 배수구를 뚫고, 닦고, 왁스칠 및 바닥 광택 작업을 수행합니다. 필요한 장비를 조정, 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 장비에의한 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.

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 부양가족의 요건에 맞는분.
4. 한국인 외부 구직자

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

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

**신청 방법:** 관심있는 오산미공군 인사처 관할 현직직원은 인사처 혹은 각 부대 행정계에서 현직자 배치 신청서를 <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.

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 130 호) 1 부와 부양가족 진술서 양식 및 결혼증명서, 보호자의 근무발령장을 오산기지 제 51 병력지원대대, 민간인 인사처 채용과, 건물 936, 112 호실, 군우 96266-9021 로 제출하시기 바랍니다.

타 인사처 관할 주한미군 현직직원과 외부구직자는 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 일자와 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 신청서 및 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-028-26](#)

OPENING DATE: 20 May 26

CLOSING DATE: 28 May 26

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

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

**DUTY LOCATION:** 51<sup>st</sup> 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, advise 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 advise 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.

**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](mailto: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 [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**