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| KN vacancy announcements |
| **Osan Civilian Personnel Flight** |
| **As of 29 May 24** |

**HOW TO APPLY**:  All current employees assigned with USAFK desiring consideration must complete an In-service Placement Application Form at https://www.51fss.com/civilian-personnel-flight/ and forward it through e-mail to [knstaffing@us.af.mil](mailto:knstaffing@us.af.mil) or Osan Civilian Personnel Flight, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date. When current employee submit an In-service Placement Application Form to the email address, [knstaffing@us.af.mil](mailto:knstaffing@us.af.mil), the e-mail subject line must contain the announcement number and position title and grade for which current employee is applying for.  현직자 이동 신청서를 전자 메일 주소, [knstaffing@us.af.mil](mailto:knstaffing@us.af.mil) 로 전송할때는 전자메일의 제목란에 공고번호와 공고직책 및 급수를 기재하여 보내져야 합니다.  외부 이메일로 현직자 이동 신청서를 제출할 경우 주한 미공군 네트워크에서 사용이 불가능하여 고려 될수 없는 경우가 발생할수 있으므로 인사처로 신청서 접수 유무를 확인하시기 바랍니다.

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| **APPROPRIATED FUND POSITIONS** |
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| ANN NO. | POSITION & GRADE | LOCATION | | WHO MAY APPLY | OPEN | | CLOSE |
| [OAB-013C-24](#OAB_013C_24) | Engineering Technician,  KGS-0802-07/08/09 | 607th Materiel Maintenance Squadron, Daegu 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). | 29 May 24 | | 11 Jun 24 |
| [OAB-026-24](#OAB_026_24) | Management Analyst, KGS-0343-07/09/11 | DoD Education Activity, Resource Management Division, Manpower Branch, Camp Humphreys, Korea. | | All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5) | 29 May 24 | | 7 Jun 24 |
| [OAB-027-24](#OAB_027_24) | Machinist,  KWB-3414-07 | 51st Logistics Readiness Squadron, Vehicle Management, 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). | 29 May 24 | | 11 Jun 24 |
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| **NON-APPROPRIATED FUND POSITIONS** | | | | | | | |
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| ANN NO. | | POSITION | LOCATION | WHO MAY APPLY | | | OPEN | CLOSE |
| [OAB-NAF-073-23](#OAB_NAF_073_23) | | Food Service Worker, KWB-7408-02  (Part-Time) | 51st Force Support Squadron, Osan AB. | All current USFK employees (Priority Group 5).  All registrants on the area reemployment priority list (ARPL) (Priority Group 6).  Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7).  Outside Korean National Applicant (Priority Group 8 & 9). | | | 04 Oct 23 | 30 Sep 24 |
| [OAB-NAF-074-23](#OAB_NAF_074_23) | | Custodial Worker, KWB-3566-02,  (Part-Time) | 51st Force Support Squadron, Turumi Lodge, Osan AB. | All current USFK employees (Priority Group 5).  All registrants on the area reemployment priority list (ARPL) (Priority Group 6).  Eligible family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7).  Outside Korean National Applicant (Priority Group 8 & 9). | | | 04 Oct 23 | 30 Sep 24 |
| [OAB-NAF-060F-23](#OAB_NAF_060F_23) | | Cook Junior,  KWB-7404-03,  (Part-Time) | 51st Force Support Squadron/Community Services Flight, Osan Club Complex, Osan AB. | All current USFK employees (Priority Group 5). All registrants on the area reemployment priority list (ARPL) (Priority Group 6). Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7).  Outside Korean National Applicant (Priority Group 8 & 9). | | | 15 Nov 23 | 30 Sep 24 |
| [OAB-NAF-033-24](#OAB_NAF_033_24) | | Custodial Worker, KWB-3566-02,  (Part-Time) | 51st Force Support Squadron, Checkertails, 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). | | | 22 May 24 | 04 Jun 24 |
| [OAB-NAF-034-24](#OAB_NAF_034_24) | | Laborer, Semiskilled, KWB-3502-03  (Part-Time) | 51st Force Support Squadron/Turumi Lodge, Osan AB | All current USFK employees (Priority Group 5). | | | 22 May 24 | 04 Jun 24 |
| [OAB-NAF-001C-24](#OAB_NAF_001C_24) | | Baker Junior, KWB-7402-03 (Part -Time) | 51st Force Support Squadron/Community Services Flight, Osan Club Complex, Osan AB. | All current USFK employees (Priority Group 5). All registrants on the area reemployment priority list (ARPL) (Priority Group 6). Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea (Priority Group 7). Outside Korean National Applicant (Priority Group 8 & 9). | | | 29 May 24 | 28 Jun 24  1st Cut Off  06 Jun 24 |
| [OAB-NAF-035-24](#OAB_NAF_035_24) | | Housekeeping Maintenance Worker, KWB-3501-04 | 51st Force Support Squadron/Turumi Lodge, Osan AB. | All current employees assigned with United States Air Force, Korea (USAFK).  (Priority Group 5) | | | 29 May 24 | 07 Jun 24 |
| [OAB-NAF-036-24](#OAB_NAF_036_24) | | Guest Services Representative, KGS-0303-04 (Part-Time) | 51st Force Support Squadron/Turumi Lodge, Osan AB. | All current USFK employees (Priority Group 5). | | | 29 May 24 | 11 Jun 24 |
| [OAB-NAF-037-24](#OAB_NAF_037_24) | | Waiter/Waitress, KWB-7420-02 (Part-Time) | 51st Force Support Squadron/Community Services Flight, Osan Club Complex, Osan AB. | All current USFK employees (Priority Group 5). | | | 29 May 24 | 11 Jun 24 |

***NOTE****: \* This announcement should not be construed to imply that vacancies currently exist. Application will be accepted from eligible candidates and rated and registered in the active file for a period of one year or until placed. Application of qualified candidates will be referred when vacancies become available*

\*\*\*\* For more information, call 784-6862

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

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER **[OAB-NAF-073-23](#NAF)** OPENING DATE: 04 Oct 23

CLOSING DATE: 30 Sep 24

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

**NOTE**: 1. This is an Open Continuous Announcement that will be used for filling Food Service Worker, KWB-02, part- time for any of the facilities located within Osan AB until Sept 30, 2024. Qualified applicants will be considered and referred as vacancies become available. 2.Applicants applying under this vacancy announcement may be converted to full-time without further competition.

**SALARY**: Between 13333–18903 Won per hour (Total hourly compensation when bonuses are included)

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

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

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

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

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

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

1. All current USFK employees

2. Former USFK KN employees on the Area Reemployment Priority List (ARPL)

3. Eligible Family members of US military and civilian employees of an agency of the United States whose duty station

located in Korea.

4. All other qualified applicants

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

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

**HOW TO APPLY:**

All current employees assigned with USAFK desiring consideration must complete an In-service Placement Application Form at <https://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 Office, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date.

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

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

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

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

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

**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-073-23 발행일자: 2023년 10월 04일**

**마감일자: 2024년 09월 30일**

**직책 및 급수: 취사원, 기능직 2급 (파트타임)**

**알림: 1. 본 공석공고는 2024년 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.**

**급여: 시간당13333원에서 18903원까지 (상여금 포함한 시간당 총급여액)**

**근무장소: 주한미공군, 오산기지**

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

**알 림: 외부구직자는 1-7순위에서 지원자가 없을시 고려될 것입니다. 신규 채용된 비충당직원은 1년동안 다른 직위로의 이동은 책임자의 허가시에만 가능합니다.**

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

**자격 요건: 경력 및 학력사항 필요없음.**

**면접 우선순위: 면접 우선권의 우선순위는 다음과 같습니다.**

**1. 주한미군 한국인 현직직원**

**2. 지역 재임용 우선순위에 등록된 주한미군 전직직원.**

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

**부양가족의 요건에 맞는자.**

**4. 한국인 외부 구직자**

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

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

**신청 방법: 관심있는 오산미공군 인사처 관할 현직직원은 인사처 혹은 각 부대 행정계에서 현직자 배치 신청서를** <https://www.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 현직배치신청서를 이메일로 제출할때 전자메일의 제목란에 공고 번호와 공고 직위 및 급수를 기재하시기 바랍니다.**

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

**타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군 양식 130EK)를 경기도 평택시 송탄우체국 사서함 18호, 우편번호 17757주한미공군 오산기지 한인 채용과 앞으로 마감날짜까지 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 페기 처리 됩니다. 구직신청서가 사본일경우에는 반드시 본인이 서명한후 제출바랍니다.**

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

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

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

**이 영 자**

**한인채용과장**

**민간인 인사처**

**한인 직원들이 볼수있는 게시판에 붙여 주십시요**

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

# KOREAN NATIONAL POSITION

## CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE

ANNOUNCEMENT NUMBER **[OAB-NAF-074-23](#NAF)** OPENING DATE: 04 Oct 23

CLOSING DATE: 30 Sep 24

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

NOTE: 1. This is an Open Continuous Announcement that will be used for filling Custodial Worker, KWB-02, part- time for any of the facilities located within Osan AB until Sept 30, 2024. Qualified applicants will be considered and referred as vacancies become available. 2.Applicants applying under this vacancy announcement may be converted to full-time without further competition.

**SALARY**: Between 13333 – 18903 won per hour (Total hourly compensation when bonuses are included)

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

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

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

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

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

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

1. All current USFK employees
2. Former USFK KN employees on the Area Reemployment Priority List (ARPL)
3. Eligible family members of US military and civilian employees of an agency of the United States whose duty station located in Korea
4. All other qualified applicants.

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

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

**HOW TO APPLY:**

All current employees assigned with USAFK desiring consideration must complete an In-service Placement Application Form at <https://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 Office, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail [knstaffing@us.af.mil](mailto:knstaffing@us.af.mil), the subject line must contain the announcement number and position title and grade for which current employee is applying for.

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

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

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

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

**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-074-23 발행 일자: 2023년 10월 04일**

**마감일자: 2024년 09월 30일 직책 및 급수: 사환, 기능직 2급 (파트타임)**

**알림: 1. 본 공석공고는 2024년 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.**

**급 여: 시간당 13333원에서 18903원까지 (상여금 포함한 시간당 총 급여액)**

**근무 장소: 주한미공군 오산기지 두루미 호텔**

**고려대상지역: 주한미군 현직직원 ( 우선순위5). 지역 재고용 우선순위 명단에 등록되어 있는 주한미군 전직 직원 (우선순위 6). 현재 한국에서 근무하고있는 미군장병 및 미국정부 기관에서 근무하고 있는 민간인의 부양가족 (우선순위 7). 외부구직자 (우선순위 8 & 9) 알 림: 외부구직자는 1-7순위에 지원자가 없을시 고려될 것입니다. 신규 채용된 비충당직원은 1년동안 다른 직위로의 이동은 책임자의 허가시에만 가능합니다.**

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

**자격요건: 경력 및 학력사항 필요없습니다.**

**면접 우선순위: 면접 우선권의 우선순위는 다음과 같습니다.**

**1. 주한미군 한국인 현직직원**

**2. 지역 재임용 우선순위에 등록된 주한미군 전직직원.**

**3. 현재 한국에서 근무하고 있는 미국장병 및 미국정부 기관에서 근무하고 있는 민간인의 배우자 또는 부양가족의 요건에 맞는분.**

**4. 한국인 외부 구직자**

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

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

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

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

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

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

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

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

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

**이 영 자**

**한인채용과장**

**민간인 인사처**

**한인 직원들이 볼수있는 게시판에 붙여 주십시요**

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: **[OAB-NAF-060F-23](#NAF)** OPENING DATE: 15 Nov 23

CLOSING DATE: 30 Sep 24

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

**NOTE**: 1. This is an Open Continuously Announcement that will be used for filling Cook Junior, KWB-03, part-time for any of the facilities located within Osan AB until Sept 30, 2024. Qualified applicants will be considered and referred as vacancies become available. 2. Applicants applying under this vacancy announcement may be converted full-time without further competition.

**SALARY**: Between 14602 – 20780 won per hour (Total hourly compensation when bonuses are included)

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

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

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

**MAJOR DUTIES**: Assists cooks as required in the preparation and serving of food. Prepares fruits and vegetables by cleaning, peeling and/or cutting. Roasts, broils, bakes, fries, boils, steams, braises or otherwise cooks meats, fish, poultry and fruits and vegetables and other foods. Prepares coffee, tea and other beverages. Operates various mixers, grinders, steam kettles, electrical urns and other powered and mechanical kitchen equipment used in the preparation and service of food. Performs other duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS**:

Experience: One year of general experience

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

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

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

**REQUIRED KNOWLEDGE, SKILLS AND ABILITY**:

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

b. Knowledge of English language.

c. Knowledge of cooking ingredients.

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

1. All current USFK employees.
2. Former USFK KN employees on the Area Reemployment Priority List (ARPL).
3. Family member of U.S. Armed Forces members whose duty station is in Korea.
4. All other qualified applicants.

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

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

**HOW TO APPLY**: All current employees assigned with United States Air Force, Korea (USAFK) desiring consideration must complete an In-Service Placement Application Form at <https://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 96278-2065 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail [knstaffing@us.af.mil](mailto:knstaffing@us.af.mil), the subject line must contain the announcement number and position title and grade for which current employee is applying for.

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

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

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

USFK Form 130EK is available at the Osan AB home page on the web site: <https://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 현직직원과 외부구직자는 구직신청서 (주한미군 양식 130EK) 와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세 원천 증명서) 을 인정할수 있는 제반 증명서와 함께 <경기도 평택시 송탄우체국 사서함 18호 주한미공군 오산기지 한인채용과> 앞으로 마감날자까지 반드시 우편접수로 하시기 바랍니다.**

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

YI, YONG CHA

Chief, KN Staffing

Civilian Personnel Flight

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

MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER [**OAB-NAF-033-24**](#NAF) OPENING DATE: 22 May 24

CLOSING DATE: 04 Jun 24

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

NOTE: Applicants applying under this vacancy announcement may be converted to full-time without further competition.

**SALARY**: Between 13333 – 18903 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Force Support Squadron, Checkertails, 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**: Priority Group 8 & 9 may be considered for the position when there are no eligible applicants from priority groups 1-7. Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management.

**MAJOR DUTIES**: Working alone or as a member of a crew, performs the full range of janitorial duties of which the following are typical: Maintains a specified area 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. Vacuum cleans rugs, and drapes. Sweeps, mops, strips, scrubs, waxes, and polishes floors using heavy industrial powered equipment. Washes walls, 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. 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. Shovels snow from, steps and walks in the immediate vicinity of assigned buildings. Mows and waters lawns within a specified distance from building. In warehouses and shops, maintains an assigned area to keep clean and orderly. Sweeps and mops floors. Removes oil, hydraulic fluid and other spilled liquids. Performs other duties as assigned. WORKING CONDITIONS: Works indoors most of the time and outdoors occasionally. Exposed to conditions inherent in cleaning tasks described such as chapped hands or other irritation from working with strong cleaning agents. Possibility exists for serious disabling injury as a result of electrical shock from power cleaning equipment of from falling from scaffolds or ladders.

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

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

1. All current USFK employees
2. Former USFK KN employees on the Area Reemployment Priority List (ARPL)
3. Eligible family members of US military and civilian employees of an agency of the United States whose duty station located in Korea
4. All other 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 qualification and merit. No employee may request, offer, or accept a gratuity in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the servicing CPO or Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6706 or military telephone 784-6706.

**HOW TO APPLY:**

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

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

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

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

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

**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-033-24 발행 일자: 2024년 05월 22일**

**마감 일자: 2024년 06월 04일**

**직책 및 급수: 사환, 기능직 2급 (파트타임)**

**알림: 본 공석공고 응시자는 차기에 경쟁없이 풀타임직으로 전환될 수 있습니다.**

**급 여: 시간당 13333원에서 18903원까지 (상여금 포함한 시간당 총 급여액)**

**근무 장소: 주한미공군, 오산기지 체커테일.**

**고려대상지역: 주한미군 현직직원 ( 우선순위5). 지역 재고용 우선순위 명단에 등록되어 있는 주한미군 전직 직원 (우선순위 6). 현재 한국에서 근무하고있는 미군장병 및 미국정부 기관에서 근무하고 있는 민간인의 부양가족 (우선순위 7). 외부구직자 (우선순위 8 & 9) 알 림: 외부구직자는 1-7순위에서 응모자가 없을시 고려될 것입니다. 신규 채용된 비충당직원은 1년동안 다른 직위로의 이동은 책임자의 허가시에만 가능합니다.**

**주요 업무: 혼자 혹은 팀의 일원으로서 작업을 하며, 다음과 같은 광범위한 청소업무를 수행합니다. 지정된 장소를 깨끗하게 유지하고, 작업수행시 일반적인 지침에 따라 청소를 합니다. 각 작업의 빈도에 따른 지시서대로 계획된 범주 안에서 순서대로 작업을 하며 자체 계획을 세웁니다. 진공 청소기로 러그와 카펫을 청소하며 커튼을 깨끗이 정리합니다. 쓸고, 닦고, 문지르며 중동력 청소장비를 사용하며 바닥을 왁스칠하고 광택을 냅니다. 전원 장치의 버퍼, 브러시 및 기타 부속품을 조정하고 변경합니다. 가구의 먼지를 제거하고 왁스 및 광택을 냅니다. 계단식 사다리와 확장 사다리를 사용하여 창문 내부 및 외부, 유리 파티션을 청소합니다. 할당된 다른 임무를 수행합니다. 작업조건: 대부분의 시간은 실내에서, 가끔은 실외에서 작업합니다. 강한 세제 사용으로 인해 손이 트거나 기타 자극등 세정 작업 환경에 노출됩니다. 오븐, 뜨거운 물 또는 식품용기에 의한 가벼운 화상이나 발판이나 사다리에서 떨어지거나, 전력 청소 장비에 의한 감전등의 위험에 노출될 수 있습니다. 젖거나 비눗물이 있거나 광택이 나는 바닥에서 미끄러질 위험이 있습니다.**

**자격요건: 경력 및 학력사항 필요없습니다. 신체건강한 분.**

**면접 우선순위: 면접 우선권의 우선순위는 다음과 같습니다.**

**1. 주한미군 한국인 현직직원**

**2. 지역 재임용 우선순위에 등록된 주한미군 전직직원.**

**3. 현재 한국에서 근무하고 있는 미국장병 및 미국정부 기관에서 근무하고 있는 민간인의 배우자 또는 부양가족의 요건에 맞는분.**

**4. 한국인 외부 구직자**

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

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

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

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

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

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

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

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

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

**이 영 자**

**한인채용과장**

**민간인 인사처**

**한인 직원들이 볼수있는 게시판에 붙여 주십시요**

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER [**OAB-NAF-034-24**](#NAF) OPENING DATE: 22 May 24

CLOSING DATE: 04 Jun 24

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

**NOTE**: Applicants applying under this vacancy announcement may be converted to full-time without further competition.

**SALARY**: Between 14602 – 20780 won per hour (Total hourly compensation when bonuses are included)

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

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

**NOTE**: Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management.

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

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

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

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

**HOW TO APPLY:**

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

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

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

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

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

YI, YONG CHA

Chief, KN Staffing Section

Civilian Personnel Flight

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

**오산미공군기지 민간인 인사처**

**한인 직원 공석 공고**

**공석공고 번호: 오산기지-비세출-034-24 발행 일자: 2024년 05월 22일**

**마감 일자: 2024년 06월 04일**

**직책 및 급수: 노무원, 기능직 3급 (파트타임)**

**알림: 이 공석공고 응시자는 차기에 경쟁없이 풀타임직으로 전환될 수 있습니다**

**급 여: 시간당 14602원에서 20780원까지 (상여금 포함한 시간당 총 급여액).**

**근무 장소: 주한미공군 오산기지, 두루미호텔**

**고려대상지역: 주한미군 현직직원 ( 우선순위5).**

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

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

**자격요건: 경력 및 학력사항 필요없음. 신체건강한 분.**

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

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

**784-6706번으로 연락해 주시기 바랍니다.**

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

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

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

**구직신청서 양식130EK는 오산기지 홈페이지** [**https://www.51fss.com/civilian-personnel-flight**](https://www.51fss.com/civilian-personnel-flight)**/에서 볼수 있습니다.**

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

**추가정보: 더 자세한 문의사항은 전화번호 784-6862 또는0505-784-6862로 연락바랍니다.**

**이 영 자**

**한인채용과장**

**민간인 인사처**

**한인 직원들이 볼수있는 게시판에 붙여 주십시요**

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**OAB-013C-24**](#AF) OPENING DATE: 29 May 24

CLOSING DATE: 11 Jun 24

**POSITION TITLE & GRADE**: Engineering Technician, KGS-0802-07/08/09

**SALARY**: KGS-07: Between 23284 – 33615 won per hour

KGS-08: Between 25505 – 36897 won per hour

KGS-09: Between 27668 – 40097 won per hour

(Total hourly compensation when bonuses are included.)

**DUTY LOCATION:** 607th Materiel Maintenance Squadron, Daegu 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**: Target grade of this position is KGS-09. If this position is filled at lower grade than target grade, the incumbent may be promoted to the target grade non-competitively upon meeting qualification requirements and recommendation by the supervisor. Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES**: Provides engineering capability as a contract programmer for the mandatory planning and programming associated with the accomplishment of military construction (MILCON), Host Nation Funded Construction (HNFC), RED HORSE, Operation and Maintenance (O&M), Host-Tenant, Defense Logistics Agency/Defense Energy Support Center (DLA/DESC), Medical, and Base Maintenance Contract (BMC) programs/projects. Develops complete project documents including scope of work, justification, cost estimates and special studies (DD 1391s). This involves reviewing and analyzing each individual project in detail from a broad perspective considering the ultimate objective, and integrating the work into a complete program document, ensuring that all factors are considered and incorporated. These projects cover the complete range of engineering disciplines (civil, electrical, and mechanical) from highly technical buildings and structures to airfield pavements, utility systems, dormitories, storage warehouse, and recreational facilities. Coordinates and confers with project engineers from other organizations on complex technical problems that are encountered in specialized engineering fields. Assists in formulating the annual and Five Year Defense Plan (FYPD) program requirements for the development of the base’s Military Construction (MILCON, HNFC, O&M and BMC). Serves as liaison between ROKAF and USAF for all COB civil engineer issues including construction, environment, and any other civil engineer-related issues. The incumbent must be able to make written program modifications to meet dynamic budgetary constraints or expansions. Keeps abreast of emerging technologies to ensure programmed development will not prematurely become obsolete. Independently performs site visits as necessary for proper project scope determination and proper coordination with all involved agencies. Performs routine inspection visits throughout the duration of active projects. Determines construction method effectiveness and makes recommendation for project changes, as required. Updated and maintains information in the Automated Civil Engineer System (ACES) system.

**OTHER SIGNIFICANT FACTS**: Requirement to translate English to Korean for CE specific issues such as letters, engineering manuals and construction code references, and project specifications for the host nation (ROKAF) engineering staff. Professional registration as either 1st Grade Engineer is desired. Individual will be required to travel in and out of country to various locations in order to attend professional workshops, design meeting, and field work in support of primary duties.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPERIENCE:

KGS-07: One (1) year of specialized experience at grade level of KGS-06 or equivalent

KGS-08: One (1) year of specialized experience at grade level of KGS-07 or equivalent

KGS-09: One (1) year of specialized experience at grade level of KGS-08 or equivalent

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. To be creditable, the specialized experience must have been equivalent to at least the next lower grade level or the second lower level when there is no position in the normal line of progression in an organization that is one grade lower than the position being filled for in-service applicants.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE**:

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

**ENGLISH LANGUAGE COMPETENCY**:

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

2. The Test of English as a Foreign Language (TOEFL) score of 540 and higher or the Test of English for International Communication (TOEIC) score of 750 and higher may be substituted for ALCPT requirement. Applicant must submit the TOEFL/TOEIC official copies of test score. TOEFL/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 procedures and techniques based on engineering principles.

b. Knowledge of engineering functions applicable to a narrow, limited range of activity.

c. Ability to use computer-aided drafting (CAD) systems, including familiarity with reviewing, editing, and plotting project drawings. Familiarity with geo-referenced documents and information such as GeoBase, and proficiency in geo-reference software such as the ESRI suite including ArcInfo is highly desired.

d. Fluency in written and spoken English is required.

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

1. All current USFK employees.
2. Former USFK KN employees on the Area Reemployment Priority List (ARPL).
3. Family member of U.S. Armed Forces members whose duty station is in Korea.
4. All other 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 from, a copy of sponsor’s travel order and marriage certificate, to the Osan Civilian Personnel Office, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065.

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

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

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

**참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군 양식 130EK) 와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세 원천 증명서) 을 인정할수 있는 제반 증명서와 함께 <경기도 평택시 송탄우체국 사서함 18호 주한미공군 오산기지 한인채용과> 앞으로 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-026-24**](#AF) OPENING DATE: 29 May 24

CLOSING DATE: 7 Jun 24

**POSITION TITLE & GRADE**: Management Analyst, KGS-0343-07/09/11

**SALARY**: KGS-07: Between 23284 – 33615 won per hour

KGS-09: Between 27668 – 40097 won per hour

KGS-11: Between 29797 – 43243 won per hour

(Total hourly compensation when bonuses are included.)

**DUTY LOCATION:** DoD Education Activity, Resource Management Division, Manpower Branch, Camp Humphreys, Korea.

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

(Priority Group 5)

**NOTE**: Target grade of this position is KGS-11. If this position is filled at lower grade than KGS-11, the incumbent may be promoted to the target grade non-competitively upon meeting qualification requirements and recommendation by the supervisor. Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES**: Serves as a management Analyst with responsibility of working independently, or as a team member, developing, analyzing, evaluating, advising on, or improving the effectiveness of manpower management for the DoDEA Pacific West DSO-Korea. Applies manpower utilization and organizational control principles, theories, techniques, and methodologies to activities which are characterized by such features as new or substantially modified work methods, procedures and systems due to change in mission, function or technological advances. Provides support and advisory service to all levels of management relative to manpower management, personnel management, or other special programs as assigned by the Manpower Chief. In a similar manner, provides advisory service to operating officials and staff members relative to the development and/or adoption of rules, regulations, and procedures affecting manpower, organization, and staffing criteria in accordance with laws policies, and regulations of higher authority. Independently performs a variety of technical work involving in the study, analysis, evaluation, development or improvement of managerial policies, practices, methods and procedures. Performs comprehensive surveys of a wide variety of organizational structures and functions complicated by many and/or varied operational and procedures. Conducts recurring and/or special management appraisal studies of various organizational structure, distribution of functions and responsibilities, line of authority, flow of work use of equipment and facilities, adequacy of controls, simplification of work methods and practices, etc. In conjunction with Manpower Management Analysts of higher authority, serves as Management Analyst performing a variety of work necessary for the development and administration of the DoDEA Manpower Management Program designed to meet the needs of Department of Defense Education Activity management through efficient, economical, and utilization of authorized Full-Time Equivalent (FTE) personnel resources, in accordance with higher authority and plans of line and staff management. Coordinate manpower planning and execution of plans and actions required to met mission requirements of the assigned organization. Reviews all Requests for Personnel Action (RPA) from the schools to assess possible impact on Manpower ceilings/availability of manpower and performs management coordination as necessary prior to routing RPA action requests for further implementation by the Pacific region Office in Okinawa and Headquarter in Alexandria, VA. Monitors all recruitment, placement and transfer program for the educations and GS employees between the school administrators and personnel center. Analyzes proposed or estimated personnel losses (affecting TFE utilization), based on retirements, transfers, termination, or other separation to determine their impact in FTE usage for the purpose of projecting numerical on-board strength and promoting 100% usage. Consults operating officials and other elements to obtain input on current and projected usage, current, and projected mission assignments and workload, projected scheduling of various operations or projects, and overall anticipated staffing needs. Provides support and advisory service to an levels of management relative to manpower management, civilian personnel management, or other special programs as assigned by the Manpower Chief, such as analysis of FTE ceiling distributions among the various elements. Performs review and evaluation of existing administrative policies, procedures and practices to ensure compliance with established regulations and policies. Serves as manpower subject matter expert advisor to the Superintendent, Chief of Staff and School administrators on varied personnel matters in relation to effective manpower resources utilization and personnel administration and management. Provides advice and assistance to the Superintendent, Chief of Staff, School Administrators, and employees. Applies a comprehensive knowledge of Educator, GS (US) and Korean National (KN) position classification, management employee relations, labor relations, recruitment and placement, human resource development personnel programs, employment and placement, staffing and benefits to managers in accomplishing their personnel management responsibilities. Performs other related duties as assigned.

**OTHER SIGNIFICANT FACTS**: May required traveling to perform official duties.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPERIENCE:

KGS-07: One year of specialized experience at grade level of KGS-05 or equivalent.

KGS-09: One year of specialized experience at grade level of KGS-07 or equivalent.

KGS-11: One year of specialized experience at grade level of KGS-09 or equivalent.

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

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE**:

1. One full academic year of graduate education in a field related to the position being filled may be substituted for one year of specialized experience required at grade KGS-07 level.

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

3. Three full years of progressively higher-level graduate education or completed doctorate course or a doctorate degree in an appropriated field is qualifying for KGS-11 level.

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

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

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

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

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

1. Knowledge of the technical capabilities of systems and programs to recommend which will meet requirements for various manpower studies.
2. Knowledge of body of civilian HR rules, procedures, and operations sufficient to provide advice to management on a variety of issues, interpret regulations and track requests for personnel actions.
3. Knowledge of Request for Personnel Actions (RPAs).
4. Skill in developing new or modified work methods, organizational structures, management processes, and/or program administration procedures.
5. Knowledge of analytical and evaluative techniques used to identify, consider, and resolve issues concerning efficiency and effectiveness of program operations for organizations.
6. Ability to communicate effectively with others, 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 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 USAFK desiring consideration must complete an In-Service Placement Application Form at <http://51fss.com/civilian-personnel-flight/>, and forward it through e-mail to [knstaffing@us.af.mil](mailto:knstaffing@us.af.mil) or Osan Civilian Personnel Office, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail [knstaffing@us.af.mil](mailto:knstaffing@us.af.mil), the subject line must contain the announcement number and position title and grade for which current employee is applying for.

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

YI, YONG CHA

Chief, KN Staffing Section

Civilian Personnel Flight

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

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**OAB-027-24**](#AF) OPENING DATE: 29 May 24 CLOSING DATE: 11 Jun 24

**POSITION TITLE & GRADE**: Machinist, KWB-3414-07

**SALARY**: Between 18704 – 26846 won per hour (Total hourly compensation when bonuses are included)

**DUTY LOCATION:** 51st Logistics Readiness Squadron, Vehicle Management, 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**: Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES**: Performs planning and layout of machine shop work for the fabrication, repair, rebuild or modification of a wide variety of items constituting parts, components, or assemblies. Interprets blueprints, drawings, sketches, specifications or checks samples to determine machine shop work to be done. Determines requirements for the assigned number of pieces, types of machines and equipment, tools and attachments, and special devices. Has knowledge of various metals and other materials such as aluminum, brass, bronze, high carbon and alloy steels, chrome, nickel, titanium, molybdenum, super alloys nylon, rubber, plastics, Teflon, etc. to produce the desired cuts and finishes on each material. Decides speeds and feeds, tolerances, and sequences of operations. Has skill in manufacturing an entire item, carrying out all the machining operations necessary for completion, and performing precision handwork such as filling, scraping and lapping to fit, assemble, and finish machined parts. Performs setup work. Grinds and sharpens tools including standard and form tools. Selects standard tools, jigs and fixtures. Adjusts and sets machine speeds to type of material and tools involved. Makes trial cuts using precision measuring device to determine whether the part is being machined to proper size and shape. Operates a variety of shop machines, including the engine lathe, milling machine, radial or sensitive drill press and grinding machine. Operates also other shop machines including for example, bench lathe, bench grinder, shaper, planner, saws, horizontal and vertical boring mill, jig, boring machine. Oils, greases, cleans and makes minor repairs and adjustments to machines. Performs other related duties as assigned. WORKING CONDITIONS: Works in a well-lighted, ventilated shop with concrete floors. Exposed to dust from grinding, oil from machines, heat, noise and fumes. Subject to the hazards of burns from hot metal ships, cuts, bruises from use of machine and hand tools. Wears safety glasses, shoes and other equipment as required.

**MINIMUM QUALIFICATION REQUIREMENTS**:

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

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

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

**SUBSTITUTION**:

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

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

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

1. Knowledge of various metals and other materials such as aluminum, brass, bronze, high carbon and alloy steels, chrome, nickel, titanium, nylon, rubber, plastics and teflons.
2. Knowledge of a variety of machine tools such as the engine lathe, milling machine, radial or sensitive drill press and grinding machine.
3. Knowledge of various metals, alloys, and other materials and their machining characteristics to select the proper cutting tools and determine correct machine feeds and speeds necessary to do the job.
4. Skill in interpreting blueprints and technical directives.
5. Knowledge of safety regulations, practices and procedures.

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

1. All current USFK employees.
2. Former USFK KN employees on the Area Reemployment Priority List (ARPL).
3. Family member of U.S. Armed Forces members whose duty station is in Korea.
4. All other 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/](http://51fss.com/civilian-personnel-flight/%20) 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 from, a copy of sponsor’s travel order and marriage certificate, to the Osan Civilian Personnel Office, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065.

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

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

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

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

YI, YONG CHA

Chief, KN Staffing

Civilian Personnel Flight

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

**오산미공군기지 민간인인사처**

**한인직원 공석공고**

**공고번호: 오산기지-027-24 발행일자: 2024년 5월 29 일**

**마감일자: 2024년 6월 11 일**

**직책 및 급수: 기계 제작원, 기능직 7급**

**급 여: 시간당 18704원에서 26846원까지 (분기별 상여금 포함한 시간당 총 급여액)**

**근무 장소: 주한미공군 오산기지, 제 51 병참대대**

**고려대상지역: 주한미군 현직 직원 (우선순위 5). 지역 재고용 우선순위 명단에 등록되어 있는 주한미군 전직 직원 (우선순위 6). 현재 한국에서 근무하고있는 미군 장병 및 미국 정부 기관에서 근무하고 있는 민간인의 부양가족 (우선순위 7). 외부 구직자 (우선순위 8 & 9)**

**알림: 신규 채용된 비충당 직원은 1년동안 다른 직위로의 이동은 책임자의 허가시에만 가능합니다. 근무지역외의 주한미군 직원 채용시에 이동수당이 지급되지 않습니다.**

**주요 업무: 부품, 구성 요소 또는 조립품등의 매우 다양한 품목의 제작, 수리, 재구성, 또는 수정을 위한 기계 작업을 계획하고 진행합니다. 청사진, 도면, 스케치, 사양을 해석하거나 견본품을 확인하여 수행할 기계 공정 작업을 결정합니다. 필요한 부품의 수, 기계 및 장비 유형, 도구 및 부착물, 특수 장치에 대한 필요사항을 결정합니다. 알루미늄, 황동, 청동, 고탄소 및 합금강, 크롬, 니클, 티타늄, 몰리브덴, 초합금, 나일론, 고무, 플라스틱, 테프론등 다양한 금속 및 기타 재료에 대한 지식을 바탕으로 각 재료를 자르고 모형을 만듭니다. 속도, 허용 오차 및 작동 순서를 고려하여 작업을 결정합니다. 전체 품목을 제조하고, 완성에 필요한 모든 가공 작업을 수행하며, 가공된 부품을 조립하여 완성하기위해 채우고, 깎고, 덧입히는등의 정밀 수작업을 수행하는 기술을 필요로합니다. 표준 및 폼 도구를 포함한 도구를 갈고, 다듬고, 표준 도구, 지그 및 고정 장치를 선택합니다. 관련된 재료 및 도구 유형에따라 기계 속도를 조정하고 설정합니다. 부품이 적절한 크기와 모양으로 가공되고 있는지 여부를 판단하기위해 정밀 측정 장치를 사용하여 시험 가공을 합니다. 엔진 선반, 밀링 머신, 방사형 또는 감응형 드릴 프레스 및 연삭기를 포함한 다양한 작업장 기계를 작동합니다. 벤치 선반, 벤치 그라인더, 세이퍼, 플래너, 톱, 수평 및 수직 보링 밀, 지그, 보링 머신등 작업장의 다른 기계도 작동합니다. 오일을 바르거나, 광택, 세척등 기계의 사소한 수리 및 조정도 수행합니다. 주어진 기타 관련 작업도 수행합니다. 근무 환경: 콘크리트 바닥의 환하고 통풍이 잘되는 현장에서 작업합니다. 연마로인한 먼지, 기계의 오일, 열, 소음 및 연기에 노출됩니다. 뜨거운 금속 조각으로 인한 화상, 절단 기계 및 수공구 사용으로 인한 타박상의 위험이 있습니다. 필요에따라 보호 안경, 안전화등의 기타장비를 착용합니다.**

**자격요건:**

**경력: 1년 이상의 일반 경력과 1년 이상의 전문 경력이 필요합니다.**

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

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

**자격대체:**

**1. 기술고등학교에서 관련 직종의 학과를 졸업하였거나 공인 직업 훈련원에서 해당 직종 과정을 90일 이상 수료한 자,**

**또는 한국정부에서 발행한 해당 직종 자격증을 소지한 자는 필요한 경력 중에서 일반경력 1년을 대체합니다.**

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

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

1. **알루미늄, 황동, 청동, 고탄소 및 합금강, 크롬, 니켈, 티타늄, 나일론, 고무, 플라스틱 및 테프론과 같은 다양한 금속 및 기타재료에 대한 지식이 있어야 합니다.**
2. **엔진선반, 밀링머신, 방사형 또는 감응형 드릴 프레스 및 연삭기와 같은 다양힌 기계에 대한 지식이 있어야 합니다.**
3. **다양한 금속, 합금 밑 기타 재료에 대한 지식과 적절한 절삭기 공구를 선택하고 작업에 필요한 올바른 기계 공급 및 속도를 결정할수 있어야 합니다.**
4. **도면및 전문적 지침서를 볼수 있는 기술이 있어야 합니다.**
5. **안전에 관한 규정, 관행 및 절차에 대한 지식이 있어야 합니다.**

**면접 우선순위: 면접 우선권의 우선순위는 다음과 같습니다.**

**1. 주한미군 한국인 현직 직원**

**2. 재고용 우선 순위 명단에 등록되어있는 주한미군 전직 직원**

**3. 현재 한국에서 근무하고 있는 미군 장병 및 미국 정부기관에서 근무하고 있는 민간인의 배우자 또는 부양가족**

**4. 외부 구직자**

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

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

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

**현재 한국에서 근무하고 있는 미군장병 및 미국정부 기관에서 근무하고 있는 미국 민간인의 부양가족의 응시자는 주한미군 양식 130EK, 부양가족 진술서 및 발령장을 첨부하여 마감일자까지 오산기지 제51 병력 지원대대, 민간인 인사처 채용과, 건물 936, 112호실, 군우 96278-2065로 제출하시기 바랍니다.**

**타 인사처 관할 주한미군 현직 직원과 외부 구직자는 구직신청서 (주한미군 양식 130EK)를 경기도 평택시 송탄우체국 사서함 18호, 우편번호 17757 주한미공군 오산기지 한인 채용과 앞으로 마감 날짜까지 우편접수 하시기 바랍니다.**

**구직자는 구직신청서에 기재한 학력, 자격증 그리고 경력 (소득세 원천증명서) 을 인정할수 있는 증명서를 제출하시기 바랍니다. 구직신청서 작성은 한글과 영어로 각 항목마다 정확하게 빠짐없이 작성해야 하고 일자와 서명은 본인이 직접 하여야 합니다. 위와같은 요구사항을 구비하지 못한 구직 신청서는 고려하지 않고 폐기 처리 됩니다. 구직신청서가 사본일경우 반드시 본인이 서명한후 제출바랍니다.**

**구직신청서 양식 130EK 는 오산기지 홈페이지** [**http://51fss.com/**](http://51fss.com/employment)**civilian-personnel-flight/ 에서 볼수 있습니다.**

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

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

**이 영 자**

**한인채용과장**

**민간인인사처**

**한인 직원들이 볼 수 있는 게시판에 붙여 주십시요**

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER: **[OAB-NAF-001C-24](#NAF)** OPENING DATE: 29 May 24

CLOSING DATE: 28 Jun 24

1st Cut Off: 06 Jun 24

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

**SALARY**: Between 14602 – 20780 won per hour (Total hourly compensation when bonuses are included)

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

**NOTE**: **1.** Applicants applying under this vacancy announcement may be converted to full-time without further competition.

**2**. 1st cut-off date for referral of eligible applications will be Jun 06, 2024. Applications received after 1st cut-off date will not be referred once the position has been filled.

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

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

**MINIMUM QUALIFICATION REQUIREMENTS**:

Experience: One year of general experience

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

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

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

**REQUIRED KNOWLEDGE, SKILLS AND ABILITY**:

1. Ability to use kitchen utensils and equipment.

2. Knowledge of baking ingredients.

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

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

1. All current USFK employees
2. Former USFK KN employees on the Area Reemployment Priority List (ARPL)
3. Eligible family members of US military and civilian employees of an agency of the United States whose duty station located in Korea
4. All other qualified applicants.

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

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

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

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

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

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

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

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

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

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

YI, YONG CHA

Chief, KN Staffing Section

Civilian Personnel Flight

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

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER **[OAB-NAF-035-24](#NAF)** OPENING DATE: 29 May 24

CLOSING DATE: 07 Jun 24

**POSITION TITLE AND GRADE**: Housekeeping Maintenance Worker, KWB-3501-04

**SALARY**: Between 15812–22571 won per hour (Total hourly compensation when bonuses are included)

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

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

(Priority Group 5)

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

**MAJOR DUTIES**: Ensure the lodging quarters are maintained to the standards. Conducts the maintenance and upkeep of the lodging quarters and surrounding property. Conducts and follow frequent maintenance minor repair methods, procedures and safety precautions selection, measurements and proper use of tools to maintain housekeeping equipment and lodging facilities. Recommend needed action to supervisor or takes action which will alleviate adverse maintenance conditions. Makes minor repairs and replaces parts on such items as vacuum cleaners, refrigerators, coffee pots, vehicles, lawn mowers, carpet/floor shampoo machine, and edger. Repairs furniture to include gluing, sanding, refinishing, and nailing damaged areas. Installs and repairs drapery rods, Venetian blinds, shower heads, door closures, facet washer, towel racks, tissue holders, etc. Builds and maintains portable storage sheds for outside equipment. Installs shelving in rooms, bathrooms, storage areas, and supply room. Repairs small holes in walls or doors to include patching, sanding, and painting as required. Repairs lamps to include rewiring, changing switches and lamp plugs. Ensures appliances are operational to include clock radios, television, VCRs, stoves, washers, dryers, refrigerators, and air conditioners, notifies Housekeeping/custodial Manager on status. Changes light fixtures as needed. Notes repairs needed and initiates requests for such service. WORKING CONDITIONS: Heavy physical effort is required in frequently lifting and moving objects weighing over 50 pounds, and pushing heavy furniture, loaded carts, etc. to include constant walking, standing, stooping, bending and reaching. Works inside and outside, occasionally in bad weather exposed to extreme cold. Exposed to dirt and disagreeable odors and the possibility of cuts and bruises.

**MINIMUM QUALIFICATION REQUIREMENTS**:

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

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

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

**SUBSTITUTION**:

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

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

**REQUIRED KNOWLEDGE, 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. Ability to repairs and replaces parts required in Lodging.

b. Ability to follow written and verbal instructions to perform tasks.

c. Knowledge of safety manuals on operation of tools and equipment.

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

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

**HOW TO APPLY:**

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

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

YI, YONG CHA

Chief, KN Staffing Section

Civilian Personnel Flight

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

**오산미공군기지 민간인 인사처**

**한인 직원 공석 공고**

**공석공고 번호: 오산기지-비세출-035-24 발행 일자: 2024년 05월29일**

**마감 일자: 2024년 06월07일**

**직책 및 급수: 숙소관리원, 기능직 4급**

**급 여: 시간당 15812원에서 24081원까지. (상여금 포함한 시간당 총급여액)**

**근무 장소: 주한미공군 오산기지, 두루미호텔**

**고려대상지역: 주한 미공군 민간인 인사처 관할 현직직원. (제 5순위)**

**알 림: 신규 채용된 비충당직원은 1년동안 다른직위로의 이동은 책임자의 허가시에만 가능합니다. 이동수당비는 지급되지 않습니다.**

**주요 업무: 숙소의 방들이 규정에 맞도록 관리한다. 방이나 주변에 물건들을 유지보존 하도록한다. 보수가 필요한 일이나, 안전에 필요한 일, 숙소관리에 필요한 가구등을 관리하고 점검한다. 감독자에게 필요한 일을 의뢰한다. 진공청소기, 냉장고, 커리풋, 차량, 풀깍는 기계, 카펫, 바닥청소하는 청소기, 등의 사소한 고장을 수리한다. 가구를 붙이고, 모래판으로 갈고, 깎는 등의 수선을 필요로하는 일을한다. 커튼대 블라인드, 샤워기, 문고리, 음료수대 휴지선반, 휴지걸이 등을 설치하거나 보수한다. 밖에서 쓰는 도구를 관리할 창고를 짓고 관리한다. 방, 욕실, 물품보관 창고등에 선반을 만든다. 벽에 작은 구멍이 나거나, 문에 이상이 생겼을 경우 조각을 맞추거나, 모래판으로 문지르고, 페인트칠한다. 전구 및 전선이나 스위치 플러그에 이상이 생기면 고친다. 시계 라디오, 텔레비전, 비디오, 스토브, 세탁기, 드라이기, 냉장고, 에어컨디셔너 등이 이상이 생기면 건물 관리인에게 상황을 보고한다. 근무조건: 50파운드 이상되는 짐을 옮겨야 하므로 신체적으로 힘든일을 할 경우가 있고 무거운 가구를 밀고 움직이고 카트에 싣고, 오래걷고, 서있어야하고, 구부리는 일이있음. 실내 또는 실외에서 일하고 때로는 아주 춥거나 험한날씨에도 일을 할수도 있다. 먼지가 나고 불유쾌한 냄새가 날수도 있고 상처를 입을수도 있다.**

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

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

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

**자격대체:**

**1. 기술고등학교에서 관련 직종의 학과를 졸업하였거나 공인 직업 훈련원에서 해당 직종 과정을 90일 이상 수료한 자,**

**또는 한국정부에서 발행한 해당 직종 자격증을 소지한 자는 필요한 경력 중에서 일반경력 1년을 대체합니다.**

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

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

**ㄱ. 숙소관리에 필요한 부품을 수리하고 교체할수 있는 능력이 있어야 합니다.**

**ㄴ. 작업에 필요한 지침을 읽고 이해할수 있는 능력이 있어야 합니다.**

**ㄷ. 공구와 장비사용에 관한 안전지식이 있어야 합니다.**

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

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

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

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

**이 영 자**

**한인채용과장**

**민간인 인사처**

**한인 직원들이 볼수있는 게시판에 붙여 주십시요**

MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT

KOREAN NATIONAL POSITION

## CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE

ANNOUNCEMENT NUMBER **[OAB-NAF-036-24](#NAF)** OPENING DATE: 29 May 2024

CLOSING DATE: 11 Jun 2024

**POSITION TITLE AND GRADE**: Guest Services Representative, KGS-0303-04 (Part-Time)

**SALARY**: Between 16345 –23354 won per hour. (Total hourly compensation when bonuses are included)

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

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

**NOTE**: Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management.

**MAJOR DUTIES**: Receives and confirms room reservations by letter, telephone, email, or personal contact, Registers and assigns rooms to guests, makes and issues room keys, and may escort guests to rooms as needed. Ensures that only authorized patrons use government-sponsored quarters. Makes off-base accommodation arrangements with the Commercial Hotels when on-base transient quarters are not available. Issues certificates of non-availability. Calculates and posts charges to patron’s accounts and balances totals with control records. Accepts payment, makes change, and presents departing guest’s checkout statements. Prepares and safeguards cash receipts, daily cashier’s report, daily activity report, and may prepare consolidated daily activity report. Maintains current checkout list. Maintains and sells sundry sales items to patrons. Ensures required information is received from guest and entered into guest folio. Prints backup reports from property management system. Ensures housekeeping status of rooms is updated. Records and notifies appropriate person/organization of maintenance problems reported by guest. Ensure front desk area and lobby remains clean. Process Night Audit procedures and close credit card machines nightly. Promptly and courteously receives, greets, and answers questions from visitors and telephone callers. Courtesy provides guest information regarding on base facilities/entertainment as well as off base information and guidelines. Ensures compliance with all established safety and security policy and regulations. Performs other related duties as assigned. Other Significant Facts: Must have experience in general clerical or cashier work of any kind. Experience must have demonstrated the ability to resolve common arithmetic problems. Must be able to read, speak, understand and write English. Must meet state and legal age requirement for sale of alcoholic beverages. Must be able to work nights, weekends and holidays and is subject to an irregular tour of duty. Use of uniform is required and maintain a professional appearance and demeanor at all times.

**MINIMUM QUALIFICATION REQUIREMENTS**:

EXPERIENCE: One year of general experience.

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

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

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

2. The Test of English as a Foreign Language (TOEFL) score of 430 or higher the Test of English for International Communication (TOEIC) score of 450 or higher may be substituted for ALCPT requirement. Applicant must submit the TOEFL/TOEIC official copies of test score. TOEFL and TOEIC scores are valid for two years from the exam date. (TOEFL 또는 TOEIC **성적이 2년 만료일이 지났을경우 갱신된 성적을 제출 바랍니다**.)

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

1. Ability to operate a personal computer.
2. Knowledge of Lodging regulations and procedures.
3. Ability to communicate effectively in English, both orally and in writing.

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

**EMPLOYMENT POLICY**: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer, or accept gratuity in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the 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 <https://www.51fss.com/civilian-personnel-flight>/, and forward it through e-mail to [knstaffing@us.af.mil](mailto:knstaffing@us.af.mil) or Osan Civilian Personnel Office, Bldg 936, Room 112, 51 FSS/FSCAXKN, APO AP 96278-2065 no later than the closing date. When current employee submits an In-service Placement Application Form to the e-mail [knstaffing@us.af.mil](mailto:knstaffing@us.af.mil), the subject line must contain the announcement number and position title and grade for which current employee is applying for.

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

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

USFK Form 130EK is available at the Osan AB home page on the web site: <https://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 18호 주한미공군 오산기지 한인채용과> 앞으로 마감날자까지 반드시 우편접수로 하시기 바랍니다.**

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

YI, YONG CHA

Chief, KN Staffing Section

Civilian Personnel Flight

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

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL FLIGHT OSAN AIR BASE**

ANNOUNCEMENT NUMBER **[OAB-NAF-037-24](#NAF)** OPENING DATE: 29 May 2024

CLOSING DATE: 11 Jun 2024

**POSITION TITLE AND GRADE**: Waiter/Waitress, KWB-7420-02 (Part-Time)

**SALARY**: Between 13333–18903 Won per hour (Total hourly compensation when bonuses are included)

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

**NOTE**: Applicants applying under this vacancy announcement may be converted to full-time without further competition.

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

**NOTE**: Newly hired NAF employees are required to serve no less than one year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management.

**MAJOR DUTIES**: Spreads clean linen and sets tables with silverware, glasses, sugar bowls, salt and pepper shakers, napkins and ash trays. Takes orders for food from guests and transmits orders for hot foods to a cook or to a steam table attendant. Obtains bread, butter, fruits, juices, cereals, salads, desserts, beverages or other such food items from appropriate stations in the food service department. Carries food and beverages to tables. Serves food in individual dishes to each diner or places certain items of the food in food in large containers on tables for “family style” service. Removes empty dishes to dishwasher and sets the tables for the next diner. Wipes glasses and silverware; sweeps dining room floor, dusts room furniture and furnishings and removes, sorts, records and packs soiled pieces of table linen for laundry. Prepares tables for serving meals and beverages. Accepts cash payment or signature of member or guest. Writes the order down on order book or pad. Subject to work irregular tour of duty. Performs other duties as assigned.

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

**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.

**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.

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**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

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