

# KN vacancy announcements

## Kunsan Civilian Personnel Flight

As of 13 Mar 2024

**HOW TO APPLY:** All current USAF employees serviced by Osan Civilian Personnel Office desiring consideration must complete an USFK 130 EK Application Form at <https://www.51fss.civilian-personnel-flight/> or <https://www.kunsanfss.com/civilian-personnel/> and forward it through e-mail to [yong\\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil) or Kunsan Civilian Personnel Office, 8 FSS/FSCA, APO AP 96294-2105.

신청서를 전자 메일 주소, [yong\\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil) 로 전송할때는 전자메일의 제목란에 공고번호와 공고직책 및 급수를 기재하여 보내져야 합니다. 외부 이메일로 현직자 이동 신청서를 제출할 경우 주한 미공군 네트워크에서 사용이 불가능하여 고려 될수 없는 경우가 발생할수 있으므로 인사처로 신청서 접수 유무를 확인하시기 바랍니다.

## APPROPRIATED FUND POSITIONS

ANN NO.	POSITION & GRADE	LOCATION	WHO MAY APPLY	OPEN	CLOSE
<a href="#">KAB-AF-02-2024</a>	Construction Inspector, KGS-0809-07/08/09 (1-Full Time)	Construction Management, Execution Support, Engineering Flight, 8th Civil Engineer Squadron, Kunsan AB.	All current employees assigned with USFK, Korea. (Priority Group 5). All registrants on the area reemployment priority list (ARPL). (Priority Group 6). Military spouses and family members (Korean Citizen, U.S. Citizen, and third-country Citizen) of active duty members of U.S. Armed Forces and of U.S. Citizen Civilian employees of U.S. Government agencies assigned in Korea. (Priority Group 7). All KN outside (off-base) applicants. (Priority Group 8 and 9).	14 Feb 24	13 Mar 24
<a href="#">KAB-AF-06-2024</a>	Transportation Assistant, KGS-2102-05/06/07 (1-Full Time)	Cargo Movement Element, Distribution and Deployment Flight, 8th Logistics Readiness Squadron, Kunsan AB.	All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5).	6 Mar 24	14 Mar 24
<a href="#">KAB-AF-07-2024</a>	Fork Lift Operator (Materials Handler) Leader, KWB-5704-06 (1-Full Time)	Central Store, Material Management Flight, 8th Logistics Readiness Squadron, Kunsan AB.	All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5).	6 Mar 24	14 Mar 24
<a href="#">KAB-AF-08-2024</a>	Administrative Support Assistant (Office Automation), KGS-0303-06 (1-Full Time)	Office of the Commander, 8th Maintenance Squadron, Kunsan AB.	All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5).	13 Mar 24	21 Mar 24

## NON-APPROPRIATED FUND POSITIONS

ANN NO.	POSITION	LOCATION	WHO MAY APPLY	OPEN	CLOSE
<a href="#">KAB-NAF-32-2023</a>	Cook Junior, KWB-7404-03 (2-Part Time)	Wolf Pack Café, Loring Club, Community Services Flight, 8th Force Support Squadron, Kunsan AB.	All current employees assigned with USFK, Korea. (Priority Group 5). All registrants on the area reemployment priority list (ARPL). (Priority Group 6). Military spouses and family members (Korean Citizen, U.S. Citizen, and third-country Citizen) of active duty members of U.S. Armed Forces and of U.S. Citizen Civilian employees of U.S. Government agencies assigned in Korea. (Priority Group 7). All KN outside (off-base) applicants. (Priority Group 8 and 9).	11 Oct 23	<b>30 Sep 24</b>
<a href="#">KAB-NAF-38-2023</a>	Cook Junior, KWB-7404-03 (1-Part Time)	Loring Club, Community Services Flight, 8th Force Support Squadron, Kunsan AB.	All current employees assigned with USFK, Korea. (Priority Group 5). All registrants on the area reemployment priority list (ARPL). (Priority Group 6). Military spouses and family members (Korean Citizen, U.S. Citizen, and third-country Citizen) of active duty members of U.S. Armed Forces and of U.S. Citizen Civilian employees of U.S. Government agencies assigned in Korea. (Priority Group 7). All KN outside (off-base) applicants. (Priority Group 8 and 9).	15 Nov 23	<b>30 Sep 24</b>
<a href="#">KAB-NAF-02-2024</a>	Food Service Worker, KWB-7408-02 (2-Part Time)	Loring Club, Community Services Flight, 8th Force Support Squadron, Kunsan AB.	All current employees assigned with USFK, Korea. (Priority Group 5). All registrants on the area reemployment priority list (ARPL). (Priority Group 6). Military spouses and family members (Korean Citizen, U.S. Citizen, and third-country Citizen) of active duty members of U.S. Armed Forces and of U.S. Citizen Civilian employees of U.S. Government agencies assigned in Korea. (Priority Group 7). All KN outside (off-base) applicants. (Priority Group 8 and 9).	10 Jan 24	<b>30 Sep 24</b>
<a href="#">KAB-NAF-09-2024</a>	Custodial Worker, KWB-3566-02 (2-Part Time), 2nd Issue	Loring Club, Community Services Flight, 8th Force	All current employees assigned with USFK, Korea. (Priority Group 5). All registrants on the area	6 Mar 24	14 Mar 24

		Support Squadron, Kunsan AB.	reemployment priority list (ARPL). (Priority Group 6). Military spouses and family members (Korean Citizen, U.S. Citizen, and third-country Citizen) of active duty members of U.S. Armed Forces and of U.S. Citizen Civilian employees of U.S. Government agencies assigned in Korea. (Priority Group 7). All KN outside (off-base) applicants. (Priority Group 8 and 9).		
<a href="#">KAB-NAF-10-2024</a>	Food Service Worker, KWB-7408-02 (1-Part Time), 2nd Issue	Bowling Center, Community Services Flight, 8th Force Support Squadron, Kunsan AB.	All current employees assigned with USFK, Korea. (Priority Group 5). All registrants on the area reemployment priority list (ARPL). (Priority Group 6). Military spouses and family members (Korean Citizen, U.S. Citizen, and third-country Citizen) of active duty members of U.S. Armed Forces and of U.S. Citizen Civilian employees of U.S. Government agencies assigned in Korea. (Priority Group 7). All KN outside (off-base) applicants. (Priority Group 8 and 9).	13 Mar 24	21 Mar 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 782-4526 \*\*\*\*

구직신청서가 필요한 분은 오산미공군 인사처 웹사이트에서 다운받으시길 바랍니다.

(<https://www.51fss.com/civilian-personnel-flight/>)에서 **KN Application for Employment** (구직신청서 130EK)를 다운 받으실수 있습니다.  
다른 문의사항은 군산인사처 (063) 470-4526 로 문의 바랍니다.

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

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**  
**KOREAN NATIONAL POSITION**  
**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [KAB-NAF-32-2023](#)

OPENING DATE: 11 Oct 2023

CLOSING DATE: **30 Sep 2024**

**POSITION TITLE & GRADE:** Cook Junior, KWB-7404-03 (2-Part Time)

**NOTE:** This is an Open Continuous Announcement that will be used for filling Cook Junior, KWB-03, part-time for located within Kunsan AB until Sept 30, 2024.

**SALARY:** Between 14,602 – 20,780 won per hour (Total hourly compensation when bonuses are included.)

**TOUR OF DUTY:** Maximum workweek will not exceed 32 hours.

**DUTY LOCATION:** Wolf Pack Café, Loring Club, Community Services Flight, 8th Force Support Squadron, Kunsan AB.

**AREA OF CONSIDERATION:** All current employees assigned with USFK, Korea. (Priority Group 5). All registrants on the area reemployment priority list (ARPL). (Priority Group 6). Military spouses and family members (Korean Citizen, U.S. Citizen, and third-country Citizen) of active duty members of U.S. Armed Forces and of U.S. Citizen Civilian employees of U.S. Government agencies assigned in Korea. (Priority Group 7). All KN outside (off-base) applicants. (Priority Group 8 and 9).

**NOTE:** 1. Priority Group 8 & 9 may be considered for positions when there are no eligible applicants from priority group 1-7.  
2. Applicants applying under this vacancy announcement may be converted to full-time without further competition.  
3. Newly hired non-appropriated fund (NAF) employees of the USFK on or after 1 July 2004 will be required to serve no less than one (1) 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:** 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 beverage. Operates various mixers, grinders, steam kettles, electrical urns and other powered and mechanical kitchen equipment used in the preparation and service of food. Must be able to read, understand, and execute/make from recipe cards and other sources. Performs other duties as assigned.

**OTHER SIGNIFICANT FACTS:** Work requires some exposure to soiling of hands by cooking oils or grease. Subject to splashing of water, noise of equipment, colds of refrigerators/freezers and heat of stoves and ovens. Must have and maintain current food handlers card. Is subject to danger of serious burns and to cuts or other injuries in using powered equipment/sharp tools such as knives. Required to work on days, swings or midnight shifts and any day of the week.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213, 8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

**MINIMUM QUALIFICATION REQUIREMENTS:** One (1) year of general experience is required.

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

**SUBSTITUTION:**

1. The following may be substituted for the one (1) year of general experience required.
  - a. Graduation from high school in a field related to the job for which being considered.
  - b. Successful completion of a formal training course in a recognized trade school, of at least 90 days duration, in the trade or craft of the job for which being considered.
  - c. Possession of valid license or certificate of competency issued by the ROKG attesting to proficiency as Craftsman (기능사) the trade or craft of the job for which being considered.

**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.

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs):** To be rated best qualified, applicants must have demonstrated possession of the following KSAs essential to the performance of the duties of the position.

1. Ability to prepare and cook various foods.
2. Ability to use kitchen utensil and equipment.
3. Knowledge of cooking ingredients.
4. Ability to work effectively with others.
5. Ability to read, write, speak and understand English.

**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:** Kunsan 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 Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

**HOW TO APPLY:** All current employees assigned with USAFK desiring consideration must complete an USFK 130 EK Application Form at <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> and forward it through e-mail to [yong\\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil) or Kunsan Civilian Personnel Office, Bldg 755, Room 213, 8 FSS/FSCA, APO AP 96264-2105 no later than the closing date.

Family members should submit one copy of USFK Form 130EK, Application for Employment and Family members of US military and civilian federal employee must submit family member status form, a copy of sponsor's travel order and marriage certificate, to the Kunsan Civilian Personnel Flight, Bldg#755, Room 213, 8 FSS/FSCA, and APO AP 96264-2105.

Non-Air Force employees and outside applicants should submit to hand delivered to CPO or copy of USFK Form 130EK, Application for Employment and supporting documents to the PO Box 73, Kunsan Post Office, Kunsan City, Postal Code: 54025.

USFK Form 130EK is available at the Osan AB or Kunsan AB home page on the web site: <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> under Staffing/Employment.

**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 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.**

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

참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군양식 130EK)와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세원천증명서)을 인정할 수 있는 제반 증명서와 함께 <군산시 군산우체국 사서함 73 호 주한미공군 군산기지 한인채용과> 앞으로 마감날짜까지 인사처 또는 우편접수로 하시기 바랍니다.

**ADDITIONAL INFORMATION:** For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**  
**KOREAN NATIONAL POSITION**  
**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [KAB-NAF-38-2023](#)

OPENING DATE: 15 Nov 2023

CLOSING DATE: **30 Sep 2024**

**POSITION TITLE & GRADE:** Cook Junior, KWB-7404-03 (1-Part Time)

**NOTE:** This is an Open Continuous Announcement that will be used for filling Cook Junior, KWB-03, part-time for located within Kunsan AB until **Sept 30, 2024**.

**SALARY:** Between 14,602 – 20,780 won per hour (Total hourly compensation when bonuses are included.)

**TOUR OF DUTY:** Maximum workweek will not exceed 32 hours.

**DUTY LOCATION:** Loring Club, Community Services Flight, 8th Force Support Squadron, Kunsan AB.

**AREA OF CONSIDERATION:** All current employees assigned with USFK, Korea. (Priority Group 5). All registrants on the area reemployment priority list (ARPL). (Priority Group 6). Military spouses and family members (Korean Citizen, U.S. Citizen, and third-country Citizen) of active duty members of U.S. Armed Forces and of U.S. Citizen Civilian employees of U.S. Government agencies assigned in Korea. (Priority Group 7). All KN outside (off-base) applicants. (Priority Group 8 and 9).

**NOTE:** 1. Priority Group 8 & 9 may be considered for positions when there are no eligible applicants from priority group 1-7.  
2. Applicants applying under this vacancy announcement may be converted to full-time without further competition.  
3. Newly hired non-appropriated fund (NAF) employees of the USFK on or after 1 July 2004 will be required to serve no less than one (1) 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:** 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 beverage. Operates various mixers, grinders, steam kettles, electrical urns and other powered and mechanical kitchen equipment used in the preparation and service of food. Must be able to read, understand, and execute/make from recipe cards and other sources. Performs other duties as assigned.

**OTHER SIGNIFICANT FACTS:** Work requires some exposure to soiling of hands by cooking oils or grease. Subject to splashing of water, noise of equipment, colds of refrigerators/freezers and heat of stoves and ovens. Must have and maintain current food handlers card. Is subject to danger of serious burns and to cuts or other injuries in using powered equipment/sharp tools such as knives. Required to work on days, swings or midnight shifts and any day of the week.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213, 8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

**MINIMUM QUALIFICATION REQUIREMENTS:** One (1) year of general experience is required.

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**SUBSTITUTION:**

1. The following may be substituted for the one (1) year of general experience required.
  - a. Graduation from high school in a field related to the job for which being considered.
  - b. Successful completion of a formal training course in a recognized trade school, of at least 90 days duration, in the trade or craft of the job for which being considered.
  - c. Possession of valid license or certificate of competency issued by the ROKG attesting to proficiency as Craftsman (기능사) the trade or craft of the job for which being considered.

**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.



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4. Ability to work effectively with others.
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**EMPLOYMENT CONSIDERATION PREFERENCE:** Preference for employment consideration will be given in the following order:

1. All current USFK employees
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**EQUAL OPPORTUNITY STATEMENT:** Kunsan 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 Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

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USFK Form 130EK is available at the Osan AB or Kunsan AB home page on the web site: <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> under Staffing/Employment.

**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 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.**

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**ADDITIONAL INFORMATION:** For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**  
**KOREAN NATIONAL POSITION**  
**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [KAB-NAF-02-2024](#)

OPENING DATE: 10 Jan 2024

CLOSING DATE: **30 Sep 2024**

**POSITION TITLE & GRADE:** Food Service Worker, KWB-7408-02 (2-Part Time)

**NOTE:** 1. This is an Open Continuous Announcement that will be used for filling Food Service Worker, KWB-02, part-time for located within Kunsan 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 13,333 – 18,903 won per hour (Total hourly compensation when bonuses are included.)

**TOUR OF DUTY:** Maximum workweek will not exceed 32 hours.

**DUTY LOCATION:** Loring Club, Community Services Flight, 8th Force Support Squadron, Kunsan AB.

**AREA OF CONSIDERATION:** All current employees assigned with USAFK, Korea. (Priority Group 5). All registrants on the area reemployment priority list (ARPL). (Priority Group 6). Military spouses and family members (Korean Citizen, U.S. Citizen, and third-country Citizen) of active duty members of U.S. Armed Forces and of U.S. Citizen Civilian employees of U.S. Government agencies assigned in Korea. (Priority Group 7). All KN outside (off-base) applicants. (Priority Group 8 and 9).

**NOTE:** 1. Priority Group 8 & 9 may be considered for positions when there are no eligible applicants from priority group 1-7.  
2. Applicants applying under this vacancy announcement may be converted to full-time without further competition.  
3. Newly hired non-appropriated fund (NAF) employees of the USFK on or after 1 July 2004 will be required to serve no less than one (1) 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 a variety of the following duties either regularly or on a rotating basis. Sets up food service counters, steam tables, dining room tables, and side service stands with hot and cold foods including meats, vegetables, salads, desserts, bread, butter, ice creams, and beverages. Serves prepared food snack bar/cafeteria-style directly to customers in serving line or counters, as required. Prepares vegetables and fruits for general cooking, salads and desserts using machines or manual methods. Makes coffee in large urns according to number of servings desired, with responsibility for timing and brewing. Makes various juice and other drinks by mixing appropriate amount of water, sugar, and beverage base powder in a large container, and pouring it into a dispenser. Makes tea and ice cream. Fills condiment bottles and napkin boxes on dining room tables. Fills milk box in milk dispensers. Removes soiled dishes from tables and transports them to the dishwashing unit. Separates food waste and trash into separate garbage cans and trashcans. Cleans heavy cooking utensils or kitchen equipment such as deep fryers, mixers, meat slicers, tenderizers, doughnut fryers, etc. Disassembles, cleans and reassembles dishwashing machines, mixers and similar kitchen equipment. Washes and cleans dining room tables, chairs, coffee urns, dishwashing machines, milk and beverage dispensers, dish dispensers, steam kettles, steam pressure cookers, electric ranges with oven, grills, meat slicers, deep fat electric fryers, etc. Unloads supply tucks, moves supplies to storeroom, segregates and stacks them in proper location and in position to use old supplies first. Locates and picks up supplies from storeroom or refrigerators based on oral or written request and delivers them to designated area.  
Performs the full range of janitorial duties in maintaining the dining facility in orderly and clean condition at all times. After each meal, sweeps, mops, strips, scrubs, waxes, and polishes dining room floors using heavy powered equipment. Cleans storeroom, refrigerators, walk-in refrigerators, office, hallways and latrines. Removes trash and garbage cans to garbage collection area near the dining facility, and washes and sanitizes the empty cans for reuse. Maintains garbage collection area in clean and sanitary condition. Performs other duties as assigned.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213, 8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

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

**ENGLISH LANGUAGE COMPETENCY:** N/A



**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:** Kunsan 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 Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

**HOW TO APPLY:** All current employees assigned with USAFK desiring consideration must complete an USFK 130 EK Application Form at <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> and forward it through e-mail to [yong\\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil) or Kunsan Civilian Personnel Office, Bldg 755, Room 213, 8 FSS/FSCA, APO AP 96264-2105 no later than the closing date.

Family members should submit one copy of USFK Form 130EK, Application for Employment and Family members of US military and civilian federal employee must submit family member status form, a copy of sponsor's travel order and marriage certificate, to the Kunsan Civilian Personnel Flight, Bldg#755, Room 213, 8 FSS/FSCA, and APO AP 96264-2105.

Non-Air Force employees and outside applicants should submit to hand delivered to CPO or copy of USFK Form 130EK, Application for Employment and supporting documents to the PO Box 73, Kunsan Post Office, Kunsan City, Postal Code: 54025.

USFK Form 130EK is available at the Osan AB or Kunsan AB home page on the web site: <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> under Staffing/Employment.

**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 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.**

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

참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군양식 130EK)와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세원천증명서)을 인정할 수 있는 제반 증명서와 함께 <군산시 군산우체국 사서함 73 호 주한미공군 군산기지 한인채용과> 앞으로 마감날짜까지 인사처 또는 우편접수로 하시기 바랍니다.

**ADDITIONAL INFORMATION:** For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.

## 군산미공군기지 민간인인사처 한인직원 공석공고

공고번호: 군산기지-비세출-02-2024

발행일자: 2024 년 1 월 10 일

마감일자: **2024 년 9 월 30 일**

직책 및 급수: 취사원, 기능직 2 급 (시간제직), 두자리

알림: 1. 본 공석은 2024 년 9 월 30 일까지 주한미공군 군산기지 취사원 2 급, 파트타임에 지원자 서류를 받기위한 공고입니다. 자격요건을 갖춘 지원자는 공석이 있을시 면접서류에 보내질것입니다. 2. 본 공석공고 지원자는 차기에 경쟁없이 풀타임직으로 전환될 수 있습니다.

급여: 시간당 13,333 원에서 18,903 원까지 (상여금 포함한 시간당 총급여액)

근무일정: 일주일에 근무시간은 32 시간을 초과할 수 없음

근무장소: 군산미공군기지 제 8 병력지원대대 공동체지원부 로딩클럽

고려대상지역: 외부구직자 (우선순위 8 & 9)

알림: 1. 외부구직자는 1-7 순위에서 응모자가 없을시 고려될 것입니다.  
2. 이 공석공고 응시자는 차기에 경쟁없이 풀타임직으로 전환될 수 있습니다.  
3. 2004 년 7 월 1 일 혹은 그 이후에 신규로 채용된 주한미군의 비세출 자금 직원들은 다른자리로 자진해서 옮겨 가려면 책임자가 이직을 승인하지 않는한 원래 채용된 자리에서 최소한 1 년간 근무해야됩니다. 이자리는 이사비용이 승인되지 않습니다.

주요 임무: 아래와 같은 각종 업무를 일상적으로 또는 교대로 수행함. 배식대, 스팀 테이블, 식탁 등에 고기, 채소, 샐러드, 후식, 빵, 버터, 아이스크림, 음료수 등을 포함한 찬음식과 더운 음식등을 준비함. 배식대에 서있는 손님들에게 배식 서비스를 함. 일반 요리용, 샐러드 또는 후식용으로 채소나 과일등을 기계 또는 손으로 준비함. 접대할 인원 숫자에 따라서 끓이는 시간등의 책임을 지고 큰통에 커피를 끓임. 각종 주스나 기타 음료수를 적당량의 물,설탕및 음료수용 기본 분말을 큰통에 넣고 만들고 분배기에 담음. 홍차와 아이스크림을 만듬. 식탁에 있는 조미료병이나 내프킨통을 채움. 우유통과 우유 분배기에 우유를 채움. 빈접시 및 그릇 등을 치워서 세척대로 운반함. 음식물 찌꺼기 및 쓰레기를 분리 수거하여 쓰레기통에 버림. 후라이팬, 믹서기, 절육기, 식육 연화기, 도너츠 후라이팬 등의 주방기구들을 닦고 손질함. 그릇 세척기, 믹서기등 주방기구를 분해 청소하여 재결합함. 식탁, 의자, 커피세트, 세척기, 우유 및 음료수 분배기, 접시 분쇄기, 스팀통, 압력솥, 전자레인지, 오븐, 그릴, 절육기, 전기 후라이팬 등을 씻고 닦음. 트럭에서 각종 음식 보급품을 내려서 저장창고로 운반하고, 오래된 보급품이 우선 사용되도록 적당한 위치에서 정렬해 놓음. 구두 및 지시에 의거 저장창고나 냉장고에서 식품들을 꺼내어 지정된 장소에 옮김. 식당이 항상 청결하게 유지되도록 청소를 함. 모든 식사가 끝난 뒤 식당바닥을 전기 청소기로 깨끗이 닦고, 걸레질하고, 때를 벗기고 왁스칠을 하여 광택을 냄. 사다리를 사용하여 식당벽, 조명기구, 창문을 닦음. 저장창고, 냉장고, 사무실, 복도, 화장실을 청소함. 쓰레기통을 비워 쓰레기장에 버리고 깨끗이 씻고 쓰레기장을 위생적으로 관리유지함. 기타 부여된 임무를 수행함.

더욱 자세한 사항은 직무 기술서에 있습니다. 직무 기술서는 군산 미공군 기지 민간인 인사처, 건물 755호 213호실에 오셔서 검토할 수 있습니다.

자격 요건: 신체건강한 자. 경력 및 학력사항 필요없음.

영어언어능력시험: 해당사항없음.

면접우선순위: 면접우선권의 우선순위는 다음과 같습니다.

1. 주한미군 한국인 현직직원
2. 지역재임용 우선순위에 등록된 주한미군 전직직원
3. 현재 한국에서 근무하고 있는 미국장병 및 미국정부기관에서 근무하고 있는 민간인의 배우자 또는 부양가족의 요건에 맞는자

#### 4. 한국인 외부 구직자

**기회균등주의 성명서:** 군산미공군기지는 기회균등주의 고용주입니다. 모든 응모자는 인종, 종교, 혈색, 정당, 정치적 또는 다른 결연관계, 혹은 결혼유무, 성별, 연령, 국적 또는 신체불구에 관계없이 고려를 받게 될 것입니다.

**고용 방침:** 주한미군의 채용방침은 자격과 공적에 근거를 둡니다. 어떤직원도 주한미군 기관에서 고용 혹은 승진을 교환조건으로 사례금을 요구 혹은 제공받을수 없으며, 구직을 신청한 구직자의 권리행사를 방해할 수 없습니다. 그러한 사실을 범한 직원은 주한미군 기관에서 해고 대상이 됩니다. 이 방침에 위배되는 행위를 알고있는 사람은 즉시 군산미공군기지 인사처 군전화 782-4526번이나 군산지역전화 (063) 470-4526 또는 오산기지 인사처장에게 전화번호 784-6862번이나 평택일반전화 0505-784-6862번으로 연락해 주시기 바랍니다.

**신청 방법:** 주한미공군에 근무하고 있는 현직직원은 (주한미공군 양식 130EK)를 민간인 인사처나 오산 혹은 홈페이지 <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> 에서 출력, 작성해서 군산 미공군기지 민간인 인사처에 제출하시기 바랍니다. 전자메일 주소는 [yong\\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil)입니다.

현재 한국에서 주둔하고 있는 미군장병의 배우자나 부양가족 또는 미국 정부 기관에서 근무하고 있는 미국 민간인의 배우자나 부양가족 응시자로서 채용우선권의 요건에 맞는 응시자는 구직신청서 (주한미군 양식 130호) 1부와 부양가족 진술서 양식및 결혼증명서, 보호자의 근무발령장을 군산기지 제8병력지원대대, 민간인 인사처 채용과, 건물 755호, 213호 군우 96264-2105로 제출하시기 바랍니다.

외부구직자는 인사처 관할 주한미군 현직직원은 구직신청서 (주한미군 양식 130EK)를 작성하고 서명하여 인사처에 제출하거나 전북 군산시 군산우체국 사서함 73호, 우편번호 54025, 주한미공군 군산기지 한인 채용과 앞으로 마감날짜까지 우편접수 하시기 바랍니다.

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

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

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

**추가정보:** 더 자세한 문의사항은 전화번호 782-4526, 군산지역 전화 (063) 470-4526으로 연락바랍니다.

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT  
KOREAN NATIONAL POSITION  
CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [KAB-AF-02-2024](#)

OPENING DATE: 14 Feb 2024

CLOSING DATE: **13 Mar 2024**

**POSITION TITLE & GRADE:** Construction Inspector, KGS-0809-07/08/09 (1-Full Time)

**SALARY:** KGS-07: 23,284 to 33,615 Won per hour or,  
KGS-08: 25,505 to 36,897 Won per hour or,  
KGS-09: 27,668 to 40,097 Won per hour  
(Total hourly compensation when bonuses are included).

**TOUR OF DUTY:** 40 hours per week.

**DUTY LOCATION:** Construction Management, Execution Support, Engineering Flight, 8th Civil Engineer Squadron, Kunsan AB.

**AREA OF CONSIDERATION:** All current employees assigned with USFK, Korea. (Priority Group 5). All registrants on the area reemployment priority list (ARPL). (Priority Group 6). Military spouses and family members (Korean Citizen, U.S. Citizen, and third-country Citizen) of active duty members of U.S. Armed Forces and of U.S. Citizen Civilian employees of U.S. Government agencies assigned in Korea. (Priority Group 7). All KN outside (off-base) applicants. (Priority Group 8 and 9).

**NOTE:**

1. Priority Group 8 & 9 may be considered for positions when there are no eligible applicants from priority group 1-7.
2. Target grade of this position is KGS-09. If this position is filled at the lower grade than target grade, the incumbent may be promoted to the target grade non-competitively upon satisfactory completion of the job requirements, recommendation by the supervisor, and subject to meeting time-in-grade and qualification.
3. Newly hired non-appropriated fund (NAF) employees of the USFK on or after 1 July 2004 will be required to serve no less than one (1) 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.
4. **This is a projected vacancy which will be vacated after 30 April 2024.**

**MAJOR DUTIES:** Performs a variety of construction surveillance work in civil engineering fields in support of professional engineering work either requiring (1) a practical knowledge of procedures and techniques based on construction surveillance principles and skills in applying these procedures or (2) a practical knowledge of construction surveillance functions applicable to a narrow, limited range of activity. Ensures compliance with approved plans and specification for various construction contracts. Contracts may be for the construction or renovation of large, complex, or difficult projects such as renovation of multi unit family housing projects; repair of underground electrical distribution systems; and construction of administrative office buildings, hospitals, aircraft maintenance and support facilities, or multi-story computer facilities. Performs inspection of a major segment of a difficult and complex project such as inspecting the materials, installation, and testing of complex and sophisticated electrical, mechanical, and/or hydraulic structures and systems. Coordinates with contractor representative concerning work scheduling, interpretation of plans and specifications, selection of work methods, and acceptability of materials and workmanship to ensure compliance with contract requirements.

Inspects all aspects of their assigned construction projects to the applicable United Facilities Guide Specifications (UFGS), United States Department of Defense Unified Facilities Criteria (UFC), and installation-specific standards listed in the Statement of Work (SOW). They are responsible for interpreting plans, inspecting material and workmanship, and ensuring adherence to safety requirements. They are responsible for compiling their inspection methods in a quality assurance surveillance plan (QASP) which will be distributed to the contractor and the contracting officer within the first 30 days of construction contract award.

Responsible for day-to-day project activity prior coordination with the client or other customer representative and the contractor. This coordination includes items such as: (1) coordinating utility outages or road/area closures, (2) coordinating work clearance requests (AF-103 Form) for digging or other disruptive activities, (3) coordinating hot work permits for cutting, welding, or brazing activities (AF-595 Form), (4) coordinating base-access requests and/or restricted area access requests (82-Es), (5) coordinating escort requirement for construction in military restricted areas and/or submitting Free Zone requests. Responsible for scheduling and conducting testing of installed equipment with the relevant office (ex. Coordinating fire alarm testing with the Fire Protection office). Responsible for conducting beneficial occupancy, pre-final, and final inspections. Responsible for correcting contractor-provided training to the relevant offices/shops on newly installed equipment where needed and delivering or posting instruction manuals and access keys for installed items as needed. Responsible for alerting

AMP manager of facility condition or component change and submit as-built drawings to Geobase during the contact/project closeout process.

Responsible for supporting the contract change order process by notifying the project engineer and construction management chief of any user requested changes or cost incurring requests, any design flaws discovered by them or the contractor, and any unforeseen site conditions which may require changes to the scope of work. Responsible for providing justification to workflow modifications such as period of performance (PoP) extension and contracting document updates not associated with cost increases.

Responsible for validating invoicing partial payments for their construction contracts are at the appropriate price for work percentage performed at the submittal date. As the primary liaison to the contracted company, the construction inspector is also responsible for coordinating with the contracting officer if there are any issues or delays in payments.

Responsible for recording and saving all submitted documents outlined in the AF Form 66 and other relevant documentation for the construction project for records keeping. Such items include the contract, the as-built drawing, the warranty documentation, modification information, real property documentation (DD Form 1354s), construction inspection photo, and NTP memorandums.

Responsible for maintaining up-to-date training of contracting officer representative (COR) requirements in order to perform construction representative/COR duties. Performs other related duties as assigned.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213, 8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

#### **MINIMUM QUALIFICATION REQUIREMENTS:**

**KGS-07:** One (1) year of specialized experience equivalent to KGS-06 level is required.

**KGS-08:** One (1) year of specialized experience equivalent to KGS-07 level is required.

**KGS-09:** One (1) year of specialized experience equivalent to KGS-08 level is required.

**Specialized of Experience** is defined as 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 (KSAs) to perform successfully the duties of the position and that is typically in or relate 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.

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

1. Education cannot be substituted above the KGS-06 level.
2. Technical License. Possession of an Industrial Engineer (산업기사) License - The Construction/Civil/ Surveying/Engineering Technician License issued by the ROKG may substitute for 6 months of specialized experience for positions of Engineering Draftsman, Engineering Technician, Surveying Technician, and Construction Inspector.

#### **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.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):** To be rated best qualified, applicants must have demonstrated possession of the following KSAs essential to the performance of the duties of the position.

1. Knowledge of construction inspection practices and procedures involved in the inspection of building materials, workmanship, utilities, and the installation of systems; and the practical methods and techniques of engineering principles relating to complex construction practices and procedures.
2. Knowledge of electrical, mechanical, and structural aspects of major construction projects.
3. Knowledge of inspection and safety practices and procedures in the construction industry.
4. Knowledge of engineering and architectural plans and specifications to read and interpret construction requirements.
5. Knowledge of construction trades, algebra, geometry, and trigonometry.
6. Ability to read, write, speak, and understand English.

**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:** Kunsan 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 Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

**HOW TO APPLY:** All current employees assigned with USAFK desiring consideration must complete an USFK 130 EK Application Form at <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> and forward it through e-mail to [yong\\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil) or Kunsan Civilian Personnel Office, Bldg 755, Room 213, 8 FSS/FSCA, APO AP 96264-2105 no later than the closing date.

Family members should submit one copy of USFK Form 130EK, Application for Employment and Family members of US military and civilian federal employee must submit family member status form, a copy of sponsor's travel order and marriage certificate, to the Kunsan Civilian Personnel Flight, Bldg#755, Room 213, 8 FSS/FSCA, and APO AP 96264-2105.

Non-Air Force employees and outside applicants should submit to hand delivered to CPO or copy of USFK Form 130EK, Application for Employment and supporting documents to the PO Box 73, Kunsan Post Office, Kunsan City, Postal Code: 54025.

USFK Form 130EK is available at the Osan AB or Kunsan AB home page on the web site: <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> under Staffing/Employment.

**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 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.**

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

참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군양식 130EK)와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세원천증명서)을 인정할 수있는 제반 증명서와 함께 <군산시 군산우체국 사서함 73 호 주한미공군 군산기지 한인채용과> 앞으로 마감날짜까지 인사처 또는 우편접수로 하시기 바랍니다.

**ADDITIONAL INFORMATION:** For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.



**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**  
**KOREAN NATIONAL POSITION**  
**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [KAB-AF-06-2024](#)

OPENING DATE: 6 Mar 2024

CLOSING DATE: 14 Mar 2024

**POSITION TITLE & GRADE:** Transportation Assistant, KGS-2102-05/06/07 (1-Full Time)

**SALARY:** KGS-05: 18,696 to 26,829 Won per hour or,  
KGS-06: 21,004 to 30,242 Won per hour or,  
KGS-07: 23,284 to 33,615 Won per hour  
(Total hourly compensation when bonuses are included).

**TOUR OF DUTY:** 40 hours per week.

**DUTY LOCATION:** Cargo Movement Element, Distribution and Deployment Flight, 8th Logistics Readiness Squadron, Kunsan AB.

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

**NOTE:** Newly hired non-appropriated fund (NAF) employees of the USFK on or after 1 July 2004 will be required to serve no less than one (1) 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:** Act as Transportation Assistant. Responsible for planning and coordinating the transportation operations for the movement of government owned cargo. This includes processing inbound and outbound cargo of all types, tracing cargo moving by any mode of transportation, performing quality control of the Distribution Flight, coordinating with contract carriers, 25th Transportation Battalion, and the water port liaison office to ensure pick up and delivery is performed within acceptable times. In addition, is the focal point for coordinating with Korean customers, the Provost Marshall's Office, and commercial carriers concerning import and export of government cargo through Busan water port, Incheon International Airport, and other appointed points of import and export; this includes supervising required document and subsequent electronic data interchange between all parties concerned. All of these duties require skill in analyzing and interpreting technical transportation requirements and guidelines in regulatory publications.

Provides administrative transportation services and support. This includes preparing various reports, forms, and other transportation documents. Works to achieve and support quality improvement in all services and procedures. Interprets negative trends and corrects problems to ensure shipment are not held or delayed. Monitors and updates AFIMSC compliance items and provide supporting data.

Manages the scheduling, loading and unloading of all transportation conveyances, including commercial and military trucks, trailers, containers, and vehicles. Ensures safe and prompt unloading of all conveyances to prevent demurrage and detention charges from accruing. Arranges with carriers and contractors for administrative services and prepare documentation based on equipment size, weight, physical characteristics, classification, and location.

Use Third Party Payment System (TPPs)/ Syncada to verify, audit, approves transaction for payment to contractors. Reports payment and bills to higher command, AFMC, and various levels of leadership.

Educates base customers in the contractor's responsibilities. Established, schedules, and conducts instruction for all contractors. Receives and processes complaints from base customers. Serves as the primary point of contact for complaints relating to the transportation function. Receives, researches and validates customer complaints. Act as a middleman between outbound section and contractors.

Responsible for planning and coordinating the transportation operation for the movement of government cargo. This includes ordering specialized carrier equipment, special highway permits or security escorts, and loading and unloading for shipments having large size, excessive weight, or unusual configuration or physical characteristics.

Coordinates customers clearance for US government shipments transported by commercial carriers. Prepares bill of lading and required customers clearance documentation to ensure efficient release of U.S. government property to commercial carriers.

Supervises and coordinates outbound retrograde munition movement. Enforces accountability by processing appropriate documentation, containerizing, and validating hazardous paperwork.

Oversees and coordinate with 8 FW security forces, 25<sup>th</sup> Transportation Battalion, Water port liaison, and other counterparts. Ensure Entry Access List (EAL) is up to date for contractors to gain access to the base. Performs other duties as assigned.

**OTHER SIGNIFICANT FACTS:** Knowledge of English language is required. Must be able work in cold, drafty and hot areas. Works on concrete floors. To work in close quarters, exposed to injury from falling stock and material handling equipment.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213, 8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

**MINIMUM QUALIFICATION REQUIREMENTS:**

**KGS-05:** One (1) year of specialized experience equivalent to KGS-04 level or 4 years above high school is required.

**KGS-06:** One (1) year of specialized experience equivalent to next lower grade is required.

**KGS-07:** One (1) year of specialized experience equivalent to next lower grade is required.

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

**Substitution of Education for Experience:** One (1) full year of full-time academic study is 30 semester hours, or equivalent, of college or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school. Education cannot be substituted above the KGS-05 level.

**ENGLISH LANGUAGE COMPETENCY:**

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

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

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):** To be rated best qualified, applicants must have demonstrated possession of the following KSAs essential to the performance of the duties of the position.

1. Knowledge of transportation principles, policies, regulations, methods, and techniques relating to the movement of cargo/freight.
2. Ability to effectively with others
3. Ability to read, write, speak, and understand English.

**EQUAL OPPORTUNITY STATEMENT:** Kunsan 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 Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

**HOW TO APPLY:** All current employees assigned with USAFK desiring consideration must complete an USFK 130 EK Application Form at <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> and forward it through e-mail to [yong\\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil) or Kunsan Civilian Personnel Office, Bldg 755, Room 213, 8 FSS/FSCA, APO AP 96264-2105 no later than the closing date.

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**ADDITIONAL INFORMATION:** For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**  
**KOREAN NATIONAL POSITION**  
**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [KAB-AF-07-2024](#)

OPENING DATE: 6 Mar 2024

CLOSING DATE: 14 Mar 2024

**POSITION TITLE & GRADE:** Fork Lift Operator (Materials Handler) Leader, KWB-5704-06 (1-Full Time)

**SALARY:** Between 17,768 – 25,462 won per hour (Total hourly compensation when bonuses are included.)

**TOUR OF DUTY:** 40 hours per week

**DUTY LOCATION:** Central Store, Material Management Flight, 8th Logistics Readiness Squadron, Kunsan AB.

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

**NOTE:** Newly hired non-appropriated fund (NAF) employees of the USFK on or after 1 July 2004 will be required to serve no less than one (1) 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 area leader exercising direction responsibility over work operations involving three or more subordinate workers. The occupation and monasteries grade level which best reflects the nature of the work operation (Materials Handler), KWB-5704-05. Will not select works for projects but upon the request of the supervisor/NCOIC, may try out workers and provide informal appraisals to the supervisor/NCOIC on the performance of crew members with no responsibility for initiating personnel actions resulting from these informal appraisals. Responsible for assigning tasks to individual workers that have already been assigned to projects by the supervisor/NCOIC and provides instructions at the beginning of and during operations per instructions received from the supervisor/NCOIC as well as ensuring on-time completion by setting the work pace for crew members and conducting periodic progress checks. My make recommendations or suggestions to the supervisor/NCOIC to improve work methods and/or reduce cost.

Selects stored property for issue and shipment. Checks accompanying documentation to ensure the identification and quantity are correct as indicated. Enters transaction data utilizing Integrated Logistics System – Supply (ILS-S) and other necessary computer based programs necessary to perform work replaced processes to input transactions to change item and detail record data. Performs research using automated computer systems to research warehouse item record discrepancies. Input data in ILS-S and work the pulls and put-away listing.

Responsible for quality checking all material all material within assigned warehouse to include notices to stock from the source of supplies and turn in transactions from customers. Receives supplies and equipment by unloading conveyances; moves item by handcart or similar conveyance; unpacks and checks all incoming items against the accompanying documentation ensuring the correct items are received with valid quantities. Ensure proper labeling, product serviceability, and all other documentation are provided and available for all warehouse items in stock.

Store material in accordance with guidance in Department of Defense, Air Force and federal regulations, manuals and instructions. Safeguards material, items, and equipment, remaining alert and challenging unauthorized personnel. Performs clean duties such as cleaning and dusting bins, cutting off box tops, sweeping, straightening, and lining up lining up property in the assigned area. Uses and assures proper fit of required safety equipment and clothing. Segregates stock by type of commodity. Ensure stock is stored in a neat and orderly fashion to prevent commingling and unsafe conditions. Conducts and documents monthly safety warehouse walk-throughs inspections to identify and correct deficiencies.

Operates fork lift trucks and automated material handling and identification equipment to include mobile stock selectors and electromechanical automated equipment such as high rise automated storage and retrieval vehicles, to move, stack and unstack, load and unload bin, and position material. Maneuvers forklift in confined places over wood, concrete, or similar type floors. May occasionally drive other type and size vehicles for which qualified and licensed when required by workload. Complies with all safety standards. Moves material to/from the receiving and delivery areas via handcart, hand-truck, forklift or similar conveyance. Also completes preventative maintenance service records; fills out driver's accident reports in the event of an incident/accident. Conducts training on warehouse procedures for the Material Management Flight's local national employees in Hangul ensuring comprehension of work center risks and preventative protection actions. Performs other related duties as assigned.

**WORKING CONDITIONS:** Performs duties inside warehouses in bin rows, open storage areas, shipping/receiving docks and inside offices. Areas may be cold, drafty, damp or hot. Work is performed in close quarters in warehouses or bin aisles, ramps, platforms, or offices. Injury risk exists from falling stock, mishandling hazardous material, misusing mechanical equipment, chemical spills, or eye stain and carpal tunnel vision. Work on concrete floors and carpet. Lifts moderately heavy items and must obtain assistance from others to move bulky items.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213, 8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

**MINIMUM QUALIFICATION REQUIREMENTS:** One (1) year of specialized experience is required. Applicants must possess a ROK operator's license for fork lift. Applicants must successfully pass a USFK performance test for operating fork lift.

**Specialized Experience** in J-2 is journeyman level experience operating the specific type of motor vehicle/equipment of the position to be filled.

**Quality of Experience:** Applicants for leader positions must have one (1) year of specialized experience with the type of motor vehicle/equipment operated, comparable to the next lower level in that field.

**ENGLISH LANGUAGE COMPETENCY:** The American Language Course Placement Test (ALCPT) score of 45 or above and successfully passing the English Comprehension Interview (ECI) is required.

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs):** To be rated best qualified, applicants must have demonstrated possession of the following KSAs essential to the performance of the duties of the position.

1. Responsibility over work operations involving subordinate workers.
2. Ability to lift and carry moderately heavy items.
3. Ability to operate a remote terminal is desired
4. Knowledge of Standard Asset Tracking System (SATS).
5. Ability to read, write, speak and understand English.

**EQUAL OPPORTUNITY STATEMENT:** Kunsan 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 Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 031-661-6706 or military telephone 784-6706.

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**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**  
**KOREAN NATIONAL POSITION**  
**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [KAB-NAF-09-2024](#)

OPENING DATE: 6 Mar 2024  
CLOSING DATE: 14 Mar 2024

**POSITION TITLE & GRADE:** Custodial Worker, KWB-3566-02 (2-Part Time), 2nd Issue

**SALARY:** Between 13,333 – 18,903 won per hour (Total hourly compensation when bonuses are included.)

**TOUR OF DUTY:** Maximum workweek will not exceed 32 hours.

**DUTY LOCATION:** Loring Club, Community Services Flight, 8th Force Support Squadron, Kunsan 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 employee of an agency of the United States whose duty station location in Korea (Priority Group 7). Outside Korean National Applicant (Priority Group 8 & 9).

**NOTE:** 1. Priority Group 8 & 9 may be considered for positions when there are no eligible applicants from priority group 1-7.  
2. Applicants applying under this vacancy announcement may be converted to full-time without further competition.  
3. Newly hired non-appropriated fund (NAF) employees of the USFK on or after 1 July 2004 will be required to serve no less than one (1) 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:** Maintains assigned areas orderly and clean following general instructions regarding 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 floor 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 building using stepladders, extension ladders, scaffolds. 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 assigned buildings. Mows and water lawns within a specified distance on assigned 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 related duties as assigned.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213, 8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

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

**ENGLISH LANGUAGE COMPETENCY:** N/A

**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

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Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

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Family members should submit one copy of USFK Form 130EK, Application for Employment and Family members of US military and civilian federal employee must submit family member status form, a copy of sponsor's travel order and marriage certificate, to the Kunsan Civilian Personnel Flight, Bldg#755, Room 213, 8 FSS/FSCA, and APO AP 96264-2105.

Non-Air Force employees and outside applicants should submit to hand delivered to CPO or copy of USFK Form 130EK, Application for Employment and supporting documents to the PO Box 73, Kunsan Post Office, Kunsan City, Postal Code: 54025.

USFK Form 130EK is available at the Osan AB or Kunsan AB home page on the web site: <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> under Staffing/Employment.

**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 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.**

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

참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군양식 130EK)와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세원천증명서)을 인정할 수있는 제반 증명서와 함께 <군산시 군산우체국 사서함 73 호 주한미공군 군산기지 한인채용과> 앞으로 마감날짜까지 인사처 또는 우편접수로 하시기 바랍니다.

**ADDITIONAL INFORMATION:** For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.



# 군산미공군기지 민간인인사처 한인직원 공석공고

공고번호: 군산기지-비세출-09-2024

발행일자: 2024 년 3 월 6 일

마감일자: 2024 년 3 월 14 일

직책 및 급수: 관리원, 기능직 2 급 (시간제직), 두자리, 2 차공고

급여: 시간당 13,333 원에서 18,903 원까지 (상여금 포함한 시간당 총급여액)

근무일정: 일주일에 근무시간은 32 시간을 초과할 수 없음

근무장소: 군산미공군기지 제 8 병력지원대대 공동체지원부 로터클립

신청 가능자 및 신청 방법: 고용상의 우선적인 고려는 다음과 같은 순서로 주어집니다.

1. 군산 미공군 기지 민간인 인사처와 오산 미공군 기지 중앙 민간인 인사처에서 관할하는 모든 주한미군 현직 한국인 직원들. (우선 순위 제 5순위)
2. 다른 지역 민간인 인사처에서 관할하는 모든 주한미군 현직 직원들. (우선 순위 제 5순위)
3. 지역 재임용 우선권자 명부에 등록된 분들. (우선 순위 제 6순위)
4. 한국에 배치된 현역 미군들과 미국 민간인 직원들의 배우자 및 가족 (한국인, 미국시민 또는 제 3국인) (우선 순위 제 7순위)
5. 외부 일반 한국인 구직 신청자들. (우선 순위 제 8순위 및 9순위)

알림: 1. 외부구직자는 1-7 순위에서 응모자가 없을시 고려될 것입니다.  
2. 이 공석공고 응시자는 차기에 경쟁없이 풀타임직으로 전환될 수 있습니다.  
3. 2004 년 7 월 1 일 혹은 그 이후에 신규로 채용된 주한미군의 비세출 자금 직원들은 다른자리로 자진해서 옮겨 가려면 책임자가 이직을 승인하지 않는한 원래 채용된 자리에서 최소한 1 년간 근무해야됩니다. 이자리는 이사비용이 승인되지 않습니다.

주요 임무: 수행할 임무에 관한 일반적인 지시 사항에 따라 배정된 지역을 정돈하고 유지함. 양탄자나 걸어둔 천을 진공 소제하고 바닥을 청소하고, 물걸레질하고, 때를 벗기며, 문지르고, 왁스칠하고, 동력장비를 이용하여 얇은 판자를 엮을 발이나 천정 부착물 또는 칸막이 등을 닦거나 대치함. 발판 달린 사다리나, 신출 사다리, 비계 또는 안전 벨트 (피대)를 사용하여 건물 내외의 유리문이나 창문등을 안과 밖을 닦아내고 깨끗이함. 배정된 건물 주변의 계단이나 인도의 눈을 치며, 건물 주변의 잔디를 깎거나 물을 줌. 기타 부여된 청결 임무를 수행함.

더욱 자세한 사항은 직무 기술서에 있습니다. 직무 기술서는 군산 미공군 기지 민간인 인사처, 건물 755호 213호실에 오셔서 검토할 수 있습니다.

자격 요건: 신체건강한 자. 경력 및 학력사항 필요없음.

영어언어능력시험: 해당사항없음.

면접우선순위: 면접우선권의 우선순위는 다음과 같습니다.

1. 주한미군 한국인 현직직원
2. 지역재임용 우선순위에 등록된 주한미군 전직직원
3. 현재 한국에서 근무하고 있는 미국장병 및 미국정부기관에서 근무하고 있는 민간인의 배우자 또는 부양가족의 요건에 맞는자
4. 한국인 외부 구직자

기회균등주의 성명서: 군산미공군기지는 기회균등주의 고용주 입니다. 모든 응모자는 인종, 종교, 혈액, 정당, 정치적 또는 다른 결연관계, 혹은 결혼유무, 성별, 연령, 국적 또는 신체불구에 관계없이 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 군산 미공군기지 인사처 군전화 782-4526번이나 군산지역전화 (063) 470-4526 또는 오산기지 인사처장에게 전화번호 784-6862번이나 평택일반전화 0505-784-6862번으로 연락해 주시기 바랍니다.

**신청 방법:** 주한미공군에 근무하고 있는 현직직원은 (주한미공군 양식 130EK)를 민간인 인사처나 오산 혹은 홈페이지 <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> 에서 출력, 작성해서 군산 미공군기지 민간인 인사처에 제출하시기 바랍니다. 전자메일 주소는 [yong\\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil)입니다.

현재 한국에서 주둔하고 있는 미군장병의 배우자나 부양가족 또는 미국 정부 기관에서 근무하고 있는 미국 민간인의 배우자나 부양가족 응시자로서 채용우선권의 요건에 맞는 응시자는 구직신청서 (주한미군 양식 130호) 1부와 부양가족 진술서 양식및 결혼증명서, 보호자의 근무발령장을 군산기지 제8병력지원대대, 민간인 인사처 채용과, 건물 755호, 213호 군우 96264-2105로 제출하시기 바랍니다.

외부구직자는 인사처 관할 주한미군 현직직원은 구직신청서 (주한미군 양식 130EK)를 작성하고 서명하여 인사처에 제출하거나 전북 군산시 군산우체국 사서함 73호, 우편번호 54025, 주한미공군 군산기지 한인 채용과 앞으로 마감날짜까지 우편접수 하시기 바랍니다.

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

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

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

**추가정보:** 더 자세한 문의사항은 전화번호 782-4526, 군산지역 전화 (063) 470-4526으로 연락바랍니다.

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**  
**KOREAN NATIONAL POSITION**  
**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [KAB-AF-08-2024](#)

OPENING DATE: 13 Mar 2024

CLOSING DATE: 21 Mar 2024

**POSITION TITLE & GRADE:** Administrative Support Assistant (Office Automation), KGS-0303-06 (1-Full Time)

**SALARY:** Between 21,004 – 30,242 won per hour (Total hourly compensation when bonuses are included.)

**TOUR OF DUTY:** 40 hours per week.

**DUTY LOCATION:** Office of the Commander, 8th Maintenance Squadron, Kunsan AB.

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

**NOTE:** Newly hired non-appropriated fund (NAF) employees of the USFK on or after 1 July 2004 will be required to serve no less than one (1) 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 an Administrative Support Assistant for the 8th Maintenance Squadron (8 MXS) with responsibility of independent administrative and operations management in support of the commander, section commander, and other personnel. Performs a variety of technical work and tasks independently and acts as the continuity on all squadron management functions. Employee must understand the management and administrative requirements of each section within the 8 MXS, and how the flights function relative to the 8 MXS's mission. Manages the Commander's schedule and maintains a calendar of appointments, meetings, and conferences for the squadron commander and director of operations and squadron chief.

Plans, organizes and accomplishes a variety of tasks within the parameters of established policies and guidelines regarding administrative support. Ensures squadron tasks are in-line with wing requirements and acts as the point of continuity for squadron administrative functions. Participates in planning and coordinating with squadrons and flights in MXS. Assists supervisor in preparing, editing, correcting slides, special studies, reports, policy and appointment letters, and awards. Also responsible for reviewing, correcting mistakes, tracking and disseminating products throughout the command section. Also responsible for distribution of correspondence to agencies electronically and/or by hard copy. Administers programs and serves as the primary source of information for 8 MXS. Communicates, on behalf of the Commander, with the Commanders, Squadron SEL and civilians on a regular basis. Establishes and maintains subject matter and regulatory files in connection with work of the office. Uses initiative in establishing or revising files to meet current needs.

Independently reviews, analyzes and interprets all incoming correspondence, publications, regulations, and directives; manages development and implementation of local operating instructions and procedures; compiles, consolidates information, and prepares reports for assigned programs. Reviews new regulations and evaluates the need for explanatory directives or memorandums to elements in 8 MXS. Establishes and maintains operating procedures for distributing all incoming communications, including correspondence, and messages. Monitors the timelines, accuracy, and transmittal of perform reports and decorations IAW applicable Air Force Instructions, manuals, and wing guidance. Advises the command squadron on the practical and technical aspects of office administration, streamlining processes, and maximizing efficiency through automation. Proofreads and corrects correspondence submitted to wing leadership, group, by squadrons and sections.

Serves as the GPC holder for the purchase of supplies and services through the GPC program. Purchases items based on unit requests and prepares cost estimates for purchase orders. Complies with GPC regulations and policies in accordance with AFI 64-117 for purchasing supplies and services through the GPC program and maintains 100% accurate historical records for audit readiness evaluations.

Serves as Squadron Government Travel Card Coordinator (GTC APC), who is responsible for program execution and management of the day-to day operations of the travel card program. Serves as the primary point of contact to 8 MXS for Organizational Defense Travel Administrator (ODTA) of the Defense Travel System (DTS) program. Ensures proper implementation of procedures prescribed in the applicable DoDI, various travel regulations, and manuals associated with processing transactions in DTS. Maintains DD Forms 577 and COL Training Certificates. Responds to audits, reviews and requests for information associated with DTS processing. Responsible for maintaining DTS profiles and user accounts for personnel assigned to the squadron. Assist untrained travelers and AOs with preparing DTS documents and access. Manages the organization's DTS processing by running various reports (pending/unsubmitted vouchers, approved status and complete travel information list reports scheduler) and distributes to the responsible office for resolution.

Accesses and requires extensive knowledge of myFSS. Monitors personnel action requests such as: Change of Reporting Official, duty status updates, manning, PCA actions, recruitments, promotions, taskers, reassignments, and retainability. Assists overseeing the Officer/Enlisted Performance Reports (OPR/EPRs) and Awards & Decorations are routed to the appropriate offices after

accessing documents and ensuring on time submission to the Military Personnel Flight (MPF). Manages the Global Electronic Approval Routing System (GEARS) and Pacific Air Force Task Management Tool (TMT) daily, tasks the effected flight (as applicable) compiles responses and coordinates final responses through the commander for review, submission and closure. Provides unit personnel tracking capabilities of packages that need to be digitally signed by the Commander via a PII secure website. Provides verification of approval of a member's Chain of Command within the package submitted. Maintains tracking system and follows up on GEARS taskers that haven't been completed by the squadron deadlines. Works with Squadron Chiefs/SEs to ensure the suspense is met.

Serves as Sharepoint Maintainer, who is responsible for the creation and maintenance of the organizational Sharepoint to disseminate critical information to organizational segments. Regularly posts, reviews, and updates information on the official page. Serves as Unit Records POC in the Air Force Records Information Management System (AFRIMS) in accordance with AFMAN 33-363. Assigns sub-accounts to the sections as required, trains and assists the section records custodians to maintain their records in accordance with AFRIMS standards.

Serves as Trusted Agent/monitors the Drug Demand Reduction (DDR) Program. Must show unquestionable integrity and trustworthiness while handling DDR reports for 8 FSS on behalf of the 8 FW agency responsible for the entire base program. Performs other related duties as assigned.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213, 8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

**MINIMUM QUALIFICATION REQUIREMENTS:** One (1) year of specialized experience equivalent to next lower grade is required. ROK Word Processing Certificates for English may be substituted for the self-certification of keyboard operation skills. A minimum typing speed of 30 words (150 strokes) per minute is required.

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

**Quality of Experience:** If qualified based on experience rather than education, applicants must have one (1) year of specialized experience at a level of difficulty equivalent to the next lower grade. This experience could be gained as a USFK employee, in private industry, or in the military.

**Substitution of Education for Experience:** Education cannot be substituted above the KGS-05 level.

**ENGLISH LANGUAGE COMPETENCY:**

1. The American Language Course Placement Test (ALCPT) score of 70 or above and successfully passing the English Comprehension Interview (ECI) is required.
2. The Test of English as a Foreign Language (TOEFL) score of 650 and higher or the Test of English for International Communication (TOEIC) score of 509 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.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):** To be rated best qualified, applicants must have demonstrated possession of the following KSAs essential to the performance of the duties of the position.

1. Ability to read, write, speak, and understand English.
2. Ability to operate an electric typewriter, word processor, microcomputer, or computer terminal.
3. Knowledge of administrative procedures such as those for format, preparation and arrangement of correspondence, making supplemental material, and distribution of copies.
4. Ability to work closely with others.

**EQUAL OPPORTUNITY STATEMENT:** Kunsan 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 Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

**HOW TO APPLY:** All current employees assigned with USAFK desiring consideration must complete an USFK 130 EK Application Form at <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> and forward it

through e-mail to [yong\\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil) or Kunsan Civilian Personnel Office, Bldg 755, Room 213, 8 FSS/FSCA, APO AP 96264-2105 no later than the 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 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.**

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

참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군양식 130EK)와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세원천증명서)을 인정할 수있는 제반 증명서와 함께 <군산시 군산우체국 사서함 73 호 주한미공군 군산기지 한인채용과> 앞으로 마감날짜까지 인사처 또는 우편접수로 하시기 바랍니다.

**ADDITIONAL INFORMATION:** For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**  
**KOREAN NATIONAL POSITION**  
**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [KAB-NAF-10-2024](#)

OPENING DATE: 13 Mar 2024

CLOSING DATE: 21 Mar 2024

**POSITION TITLE & GRADE:** Food Service Worker, KWB-7408-02 (1-Part Time), 2nd Issue

**SALARY:** Between 13,333 – 18,903 won per hour (Total hourly compensation when bonuses are included.)

**TOUR OF DUTY:** Maximum workweek will not exceed 32 hours.

**DUTY LOCATION:** Bowling Center, Community Services Flight, 8th Force Support Squadron, Kunsan 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 employee of an agency of the United States whose duty station location in Korea (Priority Group 7). Outside Korean National Applicant (Priority Group 8 & 9).

**NOTE:** 1. Priority Group 8 & 9 may be considered for positions when there are no eligible applicants from priority group 1-7.  
2. Applicants applying under this vacancy announcement may be converted to full-time without further competition.  
3. Newly hired non-appropriated fund (NAF) employees of the USFK on or after 1 July 2004 will be required to serve no less than one (1) year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. This position is not authorized relocation allowance.

**MAJOR DUTIES:** Prepared food and vegetable for general cooking, salad and sauce using machine or manual methods. Makes coffee in large pot according to number of serving desired, with responsibility for timing and brewing. Prepares and cook to order various food which require a short preparation time, such as various sandwiches, salads, Spaghetti, Bulgogis, Chicken, Fish meat and etc. Adds seasonings to food and regulates cooking temperatures. Serves such items to customers as necessary. May assist in assembling, garnishing and preparing a variety of convenience foods. May work provide work direction to assigned lower service lower service workers, as required. Unloads supply trucks, lifting and moving such incoming supplies. Performs the full range of janitorial duties in maintaining the kitchen area in orderly and clean condition at all times. Maintains garbage collections area in clean and sanitary condition. Performs other duties as assigned.

**WORKING CONDITIONS:** Work requires continuous standing, walking and stooping and requires heavy physical efforts (e.g. lifting and carrying supply boxes, trash can, beverages weighting average 40-50 pounds.) Working area uncomfortably hot and noisy of equipment. Is exposed to extreme temperature of the walk-in refrigerator and heat of stove and ovens. Is subject to danger of serious burns and to cuts or other injuries in using powered equipment or from slipping on wet floors.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213, 8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

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

**ENGLISH LANGUAGE COMPETENCY:** N/A

**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:** Kunsan 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 Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

**HOW TO APPLY:** All current employees assigned with USAFK desiring consideration must complete an USFK 130 EK Application Form at <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> and forward it through e-mail to [yong\\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil) or Kunsan Civilian Personnel Office, Bldg 755, Room 213, 8 FSS/FSCA, APO AP 96264-2105 no later than the closing date.

Family members should submit one copy of USFK Form 130EK, Application for Employment and Family members of US military and civilian federal employee must submit family member status form, a copy of sponsor's travel order and marriage certificate, to the Kunsan Civilian Personnel Flight, Bldg#755, Room 213, 8 FSS/FSCA, and APO AP 96264-2105.

Non-Air Force employees and outside applicants should submit to hand delivered to CPO or copy of USFK Form 130EK, Application for Employment and supporting documents to the PO Box 73, Kunsan Post Office, Kunsan City, Postal Code: 54025.

USFK Form 130EK is available at the Osan AB or Kunsan AB home page on the web site: <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> under Staffing/Employment.

**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 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.**

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

참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군양식 130EK)와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세원천증명서)을 인정할 수 있는 제반 증명서와 함께 <군산시 군산우체국 사서함 73 호 주한미공군 군산기지 한인채용과> 앞으로 마감날짜까지 인사처 또는 우편접수로 하시기 바랍니다.

**ADDITIONAL INFORMATION:** For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.

## 군산미공군기지 민간인인사처 한인직원 공석공고

공고번호: 군산기지-비세출-10-2024

발행일자: 2024 년 3 월 13 일

마감일자: 2024 년 3 월 21 일

직책 및 급수: 취사원, 기능직 2 급 (시간제직), 한자리, 2 차공고

급여: 시간당 13,333 원에서 18,903 원까지 (상여금 포함한 시간당 총급여액)

근무일정: 일주일에 근무시간은 32 시간을 초과할 수 없음

근무장소: 군산미공군기지 제 8 병력지원대대 공동체지원부 불령장

신청 가능자 및 신청 방법: 고용상의 우선적인 고려는 다음과 같은 순서로 주어집니다.

1. 군산 미공군 기지 민간인 인사처와 오산 미공군 기지 중앙 민간인 인사처에서 관할하는 모든 주한미군 현직 한국인 직원들. (우선 순위 제 5순위)
2. 다른 지역 민간인 인사처에서 관할하는 모든 주한미군 현직 직원들. (우선 순위 제 5순위)
3. 지역 재임용 우선권자 명부에 등록된 분들. (우선 순위 제 6순위)
4. 한국에 배치된 현역 미군들과 미국 민간인 직원들의 배우자 및 가족 (한국인, 미국시민 또는 제 3국인) (우선 순위 제 7순위)
5. 외부 일반 한국인 구직 신청자들. (우선 순위 제 8순위 및 9순위)

알림: 1. 외부구직자는 1-7 순위에서 응모자가 없을시 고려될 것입니다.  
2. 이 공석공고 응시자는 차기에 경쟁없이 풀타임직으로 전환될 수 있습니다.  
3. 2004 년 7 월 1 일 혹은 그 이후에 신규로 채용된 주한미군의 비세출 자금 직원들은 다른자리로 자진해서 옮겨 가려면 책임자가 이직을 승인하지 않는한 원래 채용된 자리에서 최소한 1 년간 근무해야됩니다. 이자리는 이사비용이 승인되지 않습니다.

주요 임무: 일반 요리용, 샐러드 또는 후식용으로 채소나 과일등을 기계 또는 손으로 준비함. 접대할 인원 숫자에 따라서 끓이는 시간등의 책임을 지고 큰통에 커피를 끓임. 다양한 샌드위치, 샐러드, 스파게티, 불고기, 닭고기, 생선등 짧은시간 요리할 수 있도록 준비. 음식에 조미료를 첨가하고 조리온도 조절함. 고객의 요구에 맞는 서비스제공함. 다양한 간편식의 배식, 장식, 준비하는 일을 수행함. 직원상호간 도움을 줘야함. 트럭에서 각종 음식 보급품을 내려서

저장창고로 운반하고, 오래된 보급품이 우선 사용되도록 적당한 위치에서 정렬해 놓음. 구두 및 지시에 의거 저장창고나 냉창고에서 식품들을 꺼내어 지정된 장소에 옮김. 식당이 항상 청결하게 유지되도록 청소를 함. 저장창고, 냉창고, 사무실, 복도, 화장실을 청소함. 쓰레기통을 비워 쓰레기장에 버리고 깨끗이 씻고 쓰레기장을 위생적으로 관리유지함. 기타 부여된 임무를 수행함.

작업환경: 서서 일해야 하며 40-50 파운드정도의 물건을 옮길 수 있는 체력이 있어야함. 덥고, 장비의 소음이 있음. 저장창고, 스토브, 오븐등 온도변화가 있으며 화상, 자상등 상처를 입을 수 있음. 바닥이 미끄러울 수 있음.

더욱 자세한 사항은 직무 기술서에 있습니다. 직무 기술서는 군산 미공군 기지 민간인 인사처, 건물 755호 213호실에 오셔서 검토할 수 있습니다.

자격 요건: 신체건강한 자. 경력 및 학력사항 필요없음.

영어언어능력시험: 해당사항없음.

면접우선순위: 면접우선권의 우선순위는 다음과 같습니다.

1. 주한미군 한국인 현직직원
2. 지역재임용 우선순위에 등록된 주한미군 전직직원

3. 현재 한국에서 근무하고 있는 미국장병 및 미국정부기관에서 근무하고 있는 민간인의 배우자 또는 부양가족의 요건에 맞는자
4. 한국인 외부 구직자

**기회균등주의 성명서:** 군산미공군기지는 기회균등주의 고용주입니다. 모든 응모자는 인종, 종교, 혈색, 정당, 정치적 또는 다른 결연관계, 혹은 결혼유무, 성별, 연령, 국적 또는 신체불구에 관계없이 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 군산미공군기지 인사처 군전화 782-4526번이나 군산지역전화 (063) 470-4526 또는 오산기지 인사처장에게 전화번호 784-6862번이나 평택일만전화 0505-784-6862번으로 연락해 주시기 바랍니다.

**신청 방법:** 주한미공군에 근무하고 있는 현직직원은 (주한미공군 양식 130EK)를 민간인 인사처나 오산 혹은 홈페이지 <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> 에서 출력, 작성해서 군산 미공군기지 민간인 인사처에 제출하시기 바랍니다. 전자메일 주소는 [yong\\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil)입니다.

현재 한국에서 주둔하고 있는 미군장병의 배우자나 부양가족 또는 미국 정부 기관에서 근무하고 있는 미국 민간인의 배우자나 부양가족 응시자로서 채용우선권의 요건에 맞는 응시자는 구직신청서 (주한미군 양식 130호) 1부와 부양가족 진술서 양식및 결혼증명서, 보호자의 근무발령장을 군산기지 제8병력지원대대, 민간인 인사처 채용과, 건물 755호, 213호 군우 96264-2105로 제출하시기 바랍니다.

외부구직자는 인사처 관할 주한미군 현직직원은 구직신청서 (주한미군 양식 130EK)를 작성하고 서명하여 인사처에 제출하거나 전북 군산시 군산우체국 사서함 73호, 우편번호 54025, 주한미공군 군산기지 한인 채용과 앞으로 마감날짜까지 우편접수 하시기 바랍니다.

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

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

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

**추가정보:** 더 자세한 문의사항은 전화번호 782-4526, 군산지역 전화 (063) 470-4526으로 연락바랍니다.