

# KN vacancy announcements

## Kunsan Civilian Personnel Flight

As of 10 Jul 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-17-2024</a>	Supply Technician, KGS-2005-05 (1-Full Time)	Customer Support Liaison, Material Management, 8th Logistics Readiness Squadron, Kunsan Air Base.	All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5).	3 Jul 24	11 Jul 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 (1-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-18-2024</a>	Custodial Worker, KWB-3566-02 (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).	19 Jun 24	<b>30 Sep 24</b>
<a href="#">KAB-NAF-19-2024</a>	Food Service Worker, KWB-7408-02 (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	10 Jul 24	18 Jul 24

			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-20-2024</a>	Cook, KWB-7404-04 (1-Full Time)	Loring Club, Community Services Flight, 8th Force Support Squadron, Kunsan AB.	All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5).	10 Jul 24	18 Jul 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 (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:** 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.

**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-18-2024](#)

OPENING DATE: 19 Jun 2024

CLOSING DATE: **30 Sep 2024**

**POSITION TITLE & GRADE:** Custodial Worker, KWB-3566-02 (1-Part Time)

**NOTE:** 1. This is an Open Continuous Announcement that will be used for filling Custodial 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:** 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 flood 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

**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 체반 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-18-2024

발행일자: 2024년 6월 19일

마감일자: 2024년 9월 30일

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

**직책 및 급수:** 관리원, 기능직 2급 (시간제직), 한자리

**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

**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. 2004년 7월 1일 혹은 그 이후에 신규로 채용된 주한미군의 비세출 자금 직원들은 다른자리로 자진해서 옮겨 가려면 책임자가 이직을 승인하지 않는한 원래 채용된 자리에서 최소한 1년간 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 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 평택일발전화 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 양식 및 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-17-2024](#)

OPENING DATE: 3 Jul 2024

CLOSING DATE: 11 Jul 2024

**POSITION TITLE & GRADE:** Supply Technician, KGS-2005-05 (1-Full Time)

**SALARY:** Between 19,571 – 28,088 won per hour (Total hourly compensation when bonuses are included.)

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

**DUTY LOCATION:** Customer Support Liaison, Material Management, 8th Logistics Readiness Squadron, Kunsan Air Base.

**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:** Annual Organization Visits: Schedules and conducts annual organizational visits for all equipment accounts to ensure custodians are adequately performing their accountability responsibilities. During the scheduled visits, performs 100% inventories of capital assets over \$1M and 10% inventories of remaining assets. Ensures unit has a process to account for pilferable items purchased with the government purchase card, either through use of the R15 (Organization Visibility List) or a locally developed product. Provide organizational visit reports to NCOIC, Equipment Accountability Element for LRS APO's (Accountable Property Officer) signature. Documents all completed organizational visit reports and responsible officer's response of findings in Master Jacket File folder. ILS-S and DPAS transaction. Processes all in-check, receipt, transfer, issue turn-in RDO (redistribution order) transactions in ILS-S and DPAS. During in-checking procedures, verifies CFO, COMSED, SA/LW, serial number, part number, manufacture date, unit price, quantity, document number, DD Form 1348/DD Form 1149, and SF 157 for COMSEC. During receipt procedures, ensures to check due-out/due-in document numbers, pending transfer in DPAS and authorization of the receiving unit prior to accept items from Inbound Cargo section and processes transfer (1ET) from ILS-S to DPAS. During issue procedures, ensures to check authorized quantify of the unit and process issue in ILS-S. During turn-in procedures, contracts Item Manager for disposition for further guidance and process turn in in DPAS. Schedules turn-in with DLADS if item is directed to dispose of locally. During redistribution order procedures, verifies RDO request in DPAS and notifies gaining or outgoing transfers to custodians for their understanding and agreement and contact losing or gaining base for their next actions. Forwards completed RDO worksheet to CEMF for their approval. Provides DD Form 1348/DD Form 1149 for outgoing RDOs and completes processes in DPAS. Files all receipt, issue, turn-in, RDO documents in the Master Jacket File folder. Reviews and clears delinquent documents and rejects in ILS-S. Inventory: Provides R14 (CA/CRL) to equipment custodians updates DOLI (Date of Last Inventory) in DPAS. Pulls weapon accounts' R14 on first duty day of the month and send out to applicable equipment custodians. Provides R25 (SPRAM inventory listing) to SPRAM custodians upon request and updated DOLI in ILS-S. Notifies EAE supervisors of any inventory discrepancies found. Master Jacket File folder reviews: Monthly reviews Master Jacket File folders and verifies outgoing equipment custodians, appointment letters, training certificates, and R 14s. Works with outgoing custodians prior to their DEROS month and requests new equipment custodian appointment letter and R14 until turnover is completed. Verifies information written on new equipment custodian appointment letters and new R14 is correct, if it is signed within 15 duty days and ensures R 14s are signed by the custodians and their commander annually. Verifies COMSEC equipment accounts have Authorized to Receipt Classified Property letter and COMSEC training certificates. Works with custodians and conducts extensive research to retrieve data to assist customers in working through any discrepancies. Performs other duties deemed necessary by supervision.

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

**MINIMUM QUALIFICATION REQUIREMENTS:** One (1) year of specialized experience equivalent to KGS-04 level, or four (4) years education above the high school 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:** Successfully completed education above the high school level in a ROKG authorized or recognized college, university, business, technical or secretarial school may be substituted for the experience required at the KGS-03 through KGS-05 level. One 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.

**ENGLISH LANGUAGE COMPETENCY:**

1. The American Language Course Placement Test (ALCPT) score of 60 or above and successfully passing the English Comprehension Interview (ECI) is required.
2. The Test of English as a Foreign Language (TOEFL) score of 430 and higher or the Test of English for International Communication (TOEIC) score of 450 and higher may be substituted for ALCPT requirement. Applicant must submit the TOEFL/TOEIC official copies of test score. TOEFL/TOEIC scores are valid for two years from the exam date.

**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 supply regulations, policies, procedures, techniques, and methods.
2. Knowledge of policies and procedures for requisitioning and stock control.
3. Knowledge of inventories and Master Jacket File folder.
4. Knowledge of ILS-S and DPAS system and process.
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: 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.

**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-19-2024](#)

OPENING DATE: 10 Jul 2024

CLOSING DATE: 18 Jul 2024

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

**SALARY:** Between 13,957 – 19,789 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, 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, may collect money, ring sales on cash register, and make change. Prepares vegetables and fruits for general cooking, salads and desserts using machines or manual methods. Fills milk box in milk dispensers. Cleans heavy 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. Responsible for 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. The work requires heavy physical effort to scour and scrub off scorched grease and food materials. Unloads supply trucks, lighting and moving such incoming supplies as meat, flour, fruits, vegetables, potatoes, rice, chickens, block ice, milk, and expendable supplies. Moves supplies to storeroom, segregates and stacks them in proper location and in position to use old supplies first. 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 walls and light fixtures of the kitchen using step ladders. Cleans storeroom, refrigerators, walk-in refrigerators, office, hallways and latrines. Remove trash and garbage cans from kitchen when they become full, moves to garbage collection area near the Club, and washes and sanitizes the empty cans for reuse. Maintains garbage collection area in clean 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 cans, beverages weighing average 40-50 pounds). Working areas are uncomfortably hot and noisy. Is exposed to extreme temperature of the walk-in refrigerator, injuries from extreme heat and hot water, skin irritations from strong cleaning solutions and constantly using hot water of 180 degree F, and injuries from dropping heavy materials. There is danger of slipping on floors which are wet from frequent mopping or where food or beverage has been dropped.

Work requires some exposure to soiling of hands by cooking oils or grease. Subject to splashing of water, noise of equipment, cold of refrigerator and heat of stoves and ovens. Is subject to danger of serious burns and to cuts or other injuries in using powered equipment.

**OTHER SIGNIFICANT FACTS:** Required to work on days, swings, midnight shift 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:** 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-19-2024

발행일자: 2024년 7월 10일

마감일자: 2024년 7월 18일

**직책 및 급수:** 취사원, 기능직 2급 (시간제직), 한자리

**급여:** 시간당 13,957 원에서 19,789 원까지 (상여금 포함한 시간당 총급여액)

**근무일정:** 일주일에 근무시간은 32 시간을 초과할 수 없음

**근무장소:** 군산미공군기지 제 8 병력지원대대 공동체지원부 로팅클럽

**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. 2004년 7월 1일 혹은 그 이후에 신규로 채용된 주한미군의 비세출 자금 직원들은 다른자리로 자진해서 옮겨 가려면 책임자가 이직을 승인하지 않는한 원래 채용된 자리에서 최소한 1년간 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. 준비된 식품 스낵바/카페테리아 형식으로 서비스 가판대 또는 카운터에서 고객의 요구대로 제공함, 필요에 따라 돈을 모으고, 계산대에 연결하며 거스름돈을 챙겨야 함. 우유통과 우유 분배기에 우유를 채움. 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. 이는 그을린 기름기와 음식재료를 세척하고 닦기위해 물리적인 힘이 필요함. 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.

**작업 조건:** 작업은 지속적인 기립, 보행 및 허리 굽히기를 요구하며 무거운 신체적 노력(예: 보급품 상자, 쓰레기통, 평균 무게가 40-50파운드인 음료수를 들어 올리고 운반하는 것)이 필요함. 작업장은 불편할 정도로 덥고 소음이 심함. 대형 냉장고의 극심한 온도, 극심한 열과 뜨거운 물로 인한 부상, 강력한 세척액과 지속적으로 화씨 180도의 뜨거운 물로 인한 피부 자극, 무거운 재료를 떨어뜨릴 때의 부상에 노출될 수 있음. 잦은 걸레질로 인해 젖은 바닥이나 음식이나 음료를 떨어뜨린 곳에서 미끄러질 위험이 있음. 작업은 식용유나 기름에 의한 손이 더러워 질 수 있음. 물이 튀거나, 장비 소음,

냉장고의 냉열, 난로와 오븐의 열에 노출될 수 있음. 동력 장비를 사용할 때 심각한 화상을 입을 위험이 있고, 상처나 기타 부상을 입을 위험이 있음.

기타 중요한 사실: 요일, 교환근무, 심야 근무 및 일주일 중 어느 날에도 근무 할 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.

5. 주한미군 한국인 현직직원
6. 지역재임용 우선순위에 등록된 주한미군 전직직원
7. 현재 한국에서 근무하고 있는 미국장병 및 미국정부기관에서 근무하고 있는 민간인의 배우자 또는 부양가족의 요건에 맞는자
8. 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 군산 미공군기지 인사처 군전화 782-4526번이나 군산지역전화 (063) 470-4526 또는 오산기지 인사처장에게 전화번호 784-6862번이나 평택일발전화 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 일자과 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-NAF-20-2024](#)

OPENING DATE: 10 Jul 2024

CLOSING DATE: 18 Jul 2024

**POSITION TITLE & GRADE:** Cook, KWB-7404-04 (1-Full Time)

**SALARY:** Between 16,552 – 23,628 won per hour (Total hourly compensation when bonuses are included.)

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

**DUTY LOCATION:** Loring Club, Community Services Flight, 8th Force Support 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:** Takes menus from Food and Beverage Ass't or Club Management, and prepares/serves food for all dining events to include but is not limited to Lunch, Dinner, Bruch, and Special Events. Leads kitchen team assigns kitchen details for execution of meal service. Prepares fruits and vegetables by cleaning, peeling and/or cutting. Roasts, broils, bakes, fries, boils, steams, braises or otherwise cooks meats, fish poultry, fruits and vegetables and other foods. Prepares coffee, tea and other beverages. Operates various mixers, grinders, steam kettles, electrical urns and other powered and mechanical kitchen equipment used in the preparation and services of food. Must be able to read, understand, and execute/make from recipe cards and other sources. Sets up workstations with all needed ingredients and cooking equipment. Regulates temperatures of kitchen equipment. Prepares ingredients to use in cooking (measuring, assembling, chopping and peeling vegetables, cutting meat, etc). Estimates expected food consumption; then requisition supplies or procure food from warehouse. Seasons and cook food according to recipes or personal judgment and experience. Observes and test foods to determine if they have been cooked sufficiently, using methods such as tasting, smelling, or piercing them with utensils. Cooks food in various utensils or grillers provided by facility. Check food while cooking to stir or turn. Checks quality of ingredients. Portions, arranges, and garnishes food and serves presentable dishes before service. Substitutes for or assists kitchen during emergencies or rush periods. Keeps a sanitized and orderly kitchen environment. Inspects food preparation and serving areas to ensure observance of safe, sanitary food handling practices. Ensures all food and other items are stored properly. Ensures kitchen and surrounding areas are cleaned and sanitized at the end of every shift. Maintains sanitary conditions, and handling and temperature of all food meets or exceeds U.S. Food Code & Public Health standards. Maintains accurate food inventories. Monitor stock and place orders when there are shortages. Properly store food at appropriate temperatures. Rotates stock items in accordance with FIFO (First In, First Out). Conducts food inventory at the end of each month or as required. Performs other related duties as assigned.

**OTHER SIGNIFICANT FACTS:** Knowledge of English language is required. Must be able to understand customers requests and answer questions pertaining to inventory or commodities. Subject to work on a rotating day/swing or night shift, weekends and holiday shifts as required. Must have a current food handlers card. Physical Effort; frequent lifting or moving objects weighing up to 50 lbs; constant standing and walking. Work area may be noisy and staff member may be subject to danger of serious burns and cuts or other injuries that may occur when using powered equipment, sharp tools such as knives, slipping on floors where food or beverage has been dropped or from daily mopping. Work requires some exposure to various chemicals, cooking oils or grease. Subject to heat from stove, grills, and cold from walk-in refrigerator/freezers.

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 and one (1) year of specialized experience are required.

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

Specialized Experience includes experience at the “Junior” or higher level in the work related to the trade or craft for which being considered.

Substitution: a. The following may be substituted for the one year of general experience required at any level: (1) Graduation from high school in a field related to the job for which being considered. (2) 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. (3) Possession of a valid license or certificate of competency issued by the ROKG attesting to proficiency as Craftsman (기능사) in the trade or craft of the job for which being considered.

b. The following may be substituted for the 1 year of general and 1 year of specialized experience required at any level: (1) Graduation from technical junior college in a field related to the job for which being considered. (2) Possession of license or certificate of competency as Industrial Engineer (산업기사) issued by the ROKG attesting to proficiency in the trade or craft of the job for which being considered.

Quality of Experience: Applicants for Journeymen, Leader, Senior Leader, and Foreman position must have one (1) year specialized experience comparable to the next lower level position in the trade or craft for which being considered.

ENGLISH LANGUAGE COMPETENCY: The American Language Course Placement Test (ALCPT) score of 40 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.

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.

**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.