

MLC PERSONNEL WORK ORDER		1. DATE OF REQUEST 2006 06 05	2. REQUEST NO. JESO-06-016	
3. TO: <i>(Name of DFAB/DFAO)</i> Zama Defense Facilities Administration Office		4. FROM: <i>(Name and Address of Organization)</i> Japanese National Recruitment & Placement Branch Japanese Employee & Services Office, US Army Garrison, Japan		
5. REFER APPLICANTS TO <i>(Name, Title, Phone No.)</i> Mr. T. M. Blue, JN R&P Br, JESO, USAG-J DSN: 263-XXXX		6. JOB NO., JOB TITLE, BWT, GRADE, BASE PAY & LAD Administrative Specialist, #10 BWT 1-5, 205,500 LAD: 3		
7. NUMBER REQUIRED 1	8. AGE LIMIT N/A	9. SEX E	10. TYPE OF EMPLOYMENT Permanent (Trial)	
11. WORK SCHEDULE 40 hours per week, Mon thru Fri, 0800-1645 hours Recess: 1200-1245 hours, DRD: Sun		12. FUNDS ARE AVAILABLE (Applicable Accounting Classification and APC)		
13. JOB DESCRIPTION See attached position description.				
14. QUALIFICATION a. Must have good knowledge of the English language in reading, writing, and speaking. LAD 3 or TOEIC equivalent score. b. Must be able to type a minimum of 40 wpm. c. Must have skills of computer (MS office applications). d. Must be able to work overtime and weekends if required. Selection may be made at a lower grade depending on the qualifications of the selectee.				
15. GENERAL COMMENT This recruitment action is to fill the position vacated by the resignation of Mr. YAMADA Taro effective 30 Jun 06. (Ref: PAR, JESO-06-011, dated 2 Jun 06)			16. CLEARANCE	
			INITIALS	DATE
17. REQUESTED BY <i>(Typed Name & Grade)</i> J. C. Brown, GS-12, Ch, JESO	18. SIGNATURE		19. PHONE NO. 263-XXXX	
17a. REQUESTED BY <i>(Typed Name & Grade)</i> R. D. White, LTC	18a. SIGNATURE		19a. PHONE NO. 263-XXXX	
20. APPROVED BY <i>(Typed Name & Grade of COR)</i>	21. SIGNATURE		22. DATE	