

# Active Female Employees

There are a lot of female employees working enthusiastically at the U.S. bases in Japan. We talked to some female employees.

## It is a workplace wherein one can directly experience American culture

### Placement Technician

Camp Zukeran (Camp Foster)  
Civilian Human Resources Office

**Ms. Miyagi Kiyono**



**Work History:**  
Jun. 2012 Housing Inspector (Limited Term)  
Nov. 2012 Employee Services Administrator (Limited Term)  
Aug. 2013 Administrative Specialist (Permanent)  
Apr. 2014 Classification and Wage Technician (Permanent)  
Dec. 2020 Placement Technician (Permanent)

**Boss:** Japanese Employee  
**Colleagues:** 12 US Federal Government Employees, 31 Japanese Employees



#### Q1. At present, what kind of work do you do?

The task of Placement Technician includes advertisement, selection, and placement of employees. My main duties are: preparing vacancy announcement; establishing qualification requirements; and processing personnel action forms. I try to maintain close contact and communication with managers and liaisons at each work place in order to understand their needs. I perform daily duties with my team members and supervisors by sharing information and making coordination so we can smoothly accomplish mission.

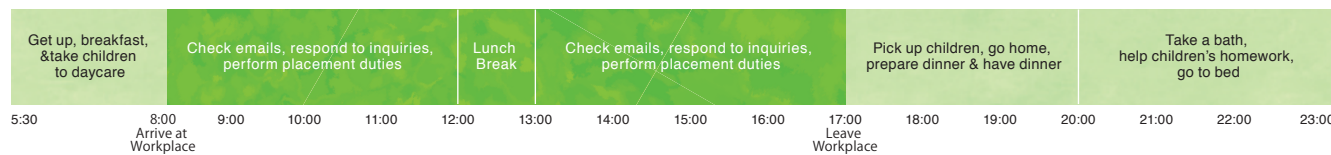
#### Q2. The appeal of the workplace

I think our leave system is quite beneficial. When my child falls ill, I can take child medical care leave. I am very thankful for my team members and supervisor for their understanding and support. Regarding training, it is conducted at the workplace such as writing reports in English which can help me improve my skills. Another fascinating aspect of my job involves the opportunity to get a first-hand experience of American culture through seasonal events such as Halloween, Thanksgiving, Christmas, etc..

#### Q3. Advice to individuals aspiring to work at the bases

There are various avenues to obtain the English qualification or qualifications relevant to the job one aspires to be in. Service and benefit programs are also well-established and it is an attractive workplace where it is easy for women to work.

#### Ms. Miyagi's One-Day Schedule



## It is an environment in which it is easy even for mothers to work

### Management Analyst

U.S. Fleet Activities, Yokosuka  
COMMANDER NAVY REGION JAPAN -  
MANPOWER OFFICE



**Ms. Yamaguchi Hiroko**

**Boss:**  
US Federal Government Employee  
**Colleagues:**  
2 US Federal Government Employees,  
2 US Service Members, 3 Japanese Employees



#### Q1. At present, what kind of work do you do?

The Department of Personnel of the U.S. Navy Forces Japan/NAVY Region Japan manages the personnel data of the employees of the federal government of the U.S. and the Japanese employees and is in charge of clerical work in general. Specific duties include documenting procedures related to personnel such as employment, promotions, job changes, and retirement, managing the status of progress and achievements with respect to the hiring process; creating certificates of commendation and letters for recognition of Continuous Service and Excellent Employee Awards; filing and replying to emails and telephone messages; and dealing with visitors.

#### Q2. The appeal of the workplace

There are many opportunities to interact with a variety of people, including American and Japanese military personnel and supervisors, and we can learn about human relationships in a multicultural and diverse environment. Since there is an extensive range of work, one can expand one's knowledge and work in collaboration with the people involved. When someone expresses their gratitude by saying "Thanks," I feel that I have been of use to others, and therefore feel rewarded.

#### Q3. Advice to individuals aspiring to work at the bases

I got a job at the base because I wanted to utilize my experience working overseas and wished to work in a job where I could utilize English. Even after my marriage and the birth of my child, I have been able to continue working without any worries. This is because of my supervisors and colleagues, who have been very understanding of my personal situation where, aside from the availability of a system of paid vacation, maternity leave, and child-care leave, I may have to suddenly leave early when my child is ill or be absent from work. There are many working mothers, and I think it is an environment in which it is easy to work in spite of changes in the stages of one's life. There are various kinds of occupations available here, and regardless of age or gender, it is possible to move up in one's career or change jobs.

#### Ms. Yamaguchi's One-Day Schedule



## An environment that is well equipped for working while raising children.

### Accounting Technician Supervisor

U.S. Fleet Activities, Yokosuka  
U.S. NAVSHIPREFPAC & JAPAN REGNL MAINT CTR,  
YOKOSUKA COMPTROLLER DEPT

**Ms. Tylski Chie**



**Work History:**  
Jun. 2007 Clerk (Limited Term)  
Oct. 2007 Clerk (Permanent)  
Apr. 2008 Administrative Specialist (Permanent)  
Apr. 2009 Accounting Technician (Permanent)

**Boss:**  
US Federal Government Employee  
**Colleagues:**  
8 US Federal Government Employees,  
23 Japanese Employees



#### Q1. At present, what kind of work do you do?

We receive the necessary funds from other activities (clients) when we also receive requests for work from other activities. The department manages the funds received and communicates with clients to reconcile funds as needed. I always communicate with my supervisor, and if there is a problem, I discuss it with my supervisor for resolution.

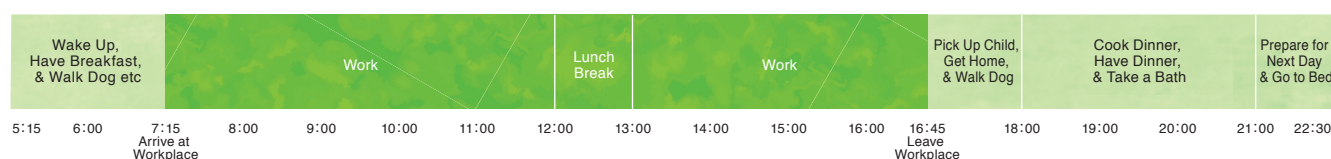
#### Q2. The appeal of the workplace

The constant interaction with other codes in the activity allows me to learn something new every day, which leads to my personal growth. My supervisor understands my childcare needs, and I am able to balance work and childcare by being able to respond to urgent calls from daycare centers and elementary schools.

#### Q3. Advice to individuals aspiring to work at the bases

Annual leave system and child medical care leave are also available, so you can work with peace of mind while raising small children. There are a variety of positions available, so you can pursue the most appropriate career advancement at the right time.

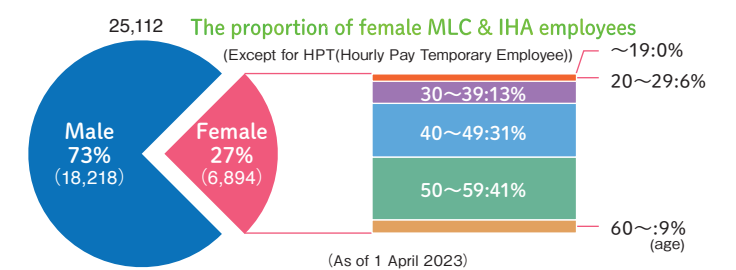
#### Ms. Tylski's One-Day Schedule



## A system to support the work-family life balance

The Ministry of Defense and U.S. Forces Japan are striving to develop a working environment in which employees can balance both work and family

- Pregnancy leave**
  - ▶ For six weeks prior to childbirth, including the expected date of birth
  - ▶ For eight weeks from the day after the day of birth
- Ratio of female employees**
  - ▶ About 1/4th of the U.S. Employees in Japan are females
  - ▶ Also, the majority of them are in the 30-50-years age group
- Child-care leave**
  - ▶ Child-care leave
    - Child-care leave is available from the day of the child's birth until the day before the child's first birthday (However, under certain conditions, one can extend leave up to the day before the child's second birthday)
    - Salary will not be paid during child-care leave
    - (However, under certain conditions, child-care leave benefits may be paid for a maximum of up to two days prior to the child's second birthday)
  - ▶ Reduced work hours (Child care leave)
  - ▶ One can reduce working hours at the from 30 minutes to up to two hours at the start or end of workday, during the period up to one day prior to the child's third birthday.
  - ▶ Child medical care leave
    - In case one is taking care of children who have not yet enrolled in elementary school and who are sick, it is possible to take child medical care leave for a maximum of 40 hours per year if one has one child or 80 hours per year if one has two or more children.
    - (In the case of one child, 24 hours, and in the case of two children or more, 48 hours of paid leave is available and the rest is considered as unpaid leave)
- Handbook to Support USFJ Employees in Balancing Work and Family Life**
  - ▶ This is distributed to employees to help understand the support for a balanced system



There also are articles introducing active female employees on LMO website.  
<https://www.lmo.go.jp/recruitment/index3.html#activefemale>

