



Kadena FSS Civilian Personnel

# KADENA CIVILIAN PERSONNEL FLIGHT

<https://www.kadenafss.com/civilian-personnel-section>

## Vacancy Announcement No. (求人広告番号): P-24-679-46

**Opening Date:**  
発行日:

21 Nov 2024  
令和 6 年 11 月 21 日

**Closing Date/Time:**  
締切日・時間:

27 Nov 2024 / 16:30  
令和 6 年 11 月 27 日  
午後 4 時 30 分

### Who May Apply (募集対象従業員):

- MLC employees within DHA 18 MDG organization.  
募集組織内に所属する MLC 従業員
- MLC/IHA employees of **Air Force/DHA/DeCA/DoDEA/DLA-Disp/GSA/DMA** in Okinawa.  
空軍/DHA/DeCA/DoDEA/DLA-Disp/GSA/DMA に所属する MLC/IHA 従業員
- MLC/IHA/MC employees of **Army / Marine Corps / Navy / AAFES** in Okinawa.  
陸軍 / 海兵隊 / 海軍 / AAFES に所属する MLC/IHA/MC 従業員

Eligible employees who are interested in being considered for the following vacant position(s) must read below instructions carefully.

**How to apply:** Please submit your applications to Kadena Civilian Personnel Flight (CPF) Japanese Staffing **by the closing date and time indicated above**. Applications should be submitted via one of below designated drop boxes:

1. Box 1: Room B-202, Building 721-A (2nd floor), Kadena Air Base
2. Box 2: Kadena Gate 1 Visitor Control Center, Building 31, Kadena Air Base

**Required documents:** KADENA AB Form 1EJ, 20090413 (APPLICATION FOR KADENA V/A) and copies of required licenses/certifications if any. Application form is available on 18th Force Support Squadron Home Page at <https://www.kadenafss.com/civilian-personnel-section>. (Please refer to "Applicant's Guide")

**Important note:** As an applicant, it is your responsibility to complete your application correctly and ensure all the required documents are attached to the application. Please limit your documents only to application and required documents. Submitted applications will not be returned. **Only selectee will be notified by email or telephone from the Staffing section, Kadena Personnel Office. Please note that we will not notify those who did not pass the interview. Please visit our website to see pending selection.**

本求人広告に記載された職種へ応募する従業員は、下記の注意事項をご確認ください。

**応募方法:** 応募書類は、**上記締切日・時間まで**に嘉手納人事課雇用係宛、以下のいずれかの投函箱へ投函してください。

1. 投函箱 1: 嘉手納飛行場、建物番号 721-A (2 階)、部屋番号 B-202
2. 投函箱 2: 嘉手納飛行場、建物番号 31、ゲート 1 ビジターコントロールセンター

**応募書類:** KADENA AB Form 1EJ, 20090413 (嘉手納応募履歴書) と応募に必要な免許証・証明書等の写し。応募履歴書は第 18 フォースサポート中隊のホームページからダウンロード(PDF フォーム形式)できます。ホームページをご参照下さい。

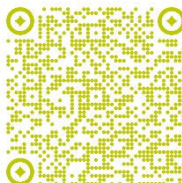
<https://www.kadenafss.com/civilian-personnel-section> (応募書類の書き方をご参照下さい)

**注意事項:** 応募者は各自の責任において応募書類に記入漏れや不備がないかを確認し、また必要な添付書類の確認も行ってください。応募の際は必要書類のみ提出してください。提出された応募書類の返却はいたしません。**合格者のみ空軍人事課雇用担当から電子メールまたはお電話にて通知します。不合格の方への通知はいたしませんので、ご了承下さい。選考状況に関しましてはホームページをご確認ください。**

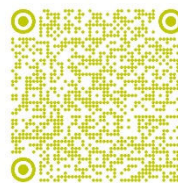
### Contact information (問合わせ先):

Phone (電話番号): 632-7369

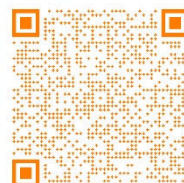
Email (メールアドレス): [kadena.jnstaffing@us.af.mil](mailto:kadena.jnstaffing@us.af.mil)



Application (KADENAAB1EJ)



Application Continuation Form



Applicant's Guide

## 語学能力に関する規定の変更 Language Proficiency Level (LPL) Certificate Requirement Change

語学能力を証明する書類が必要となります。応募する職種の LPL をご確認の上、該当する証明書(コピー)を添付して下さい。ALCPT スコアに一部変更がありますのでご確認下さい。

### ENGLISH PROFICIENCY TEST (EPT)

| LPL             | TOEIC     | ALCPT<br>Prior to 8 Feb 16 | ALCPT<br>After 8 Feb 16 | TOEFL     |           |         | CASEC     | EIKEN               |
|-----------------|-----------|----------------------------|-------------------------|-----------|-----------|---------|-----------|---------------------|
|                 |           |                            |                         | (PBT)     | (CBT)     | (iBT)   |           |                     |
| 4 (Exceptional) | 860 – 990 | 86 – 100                   | NA                      | 600 –     | 250 –     | 100 –   | NA        | 1 <sup>st</sup>     |
| 3 (Fluent)      | 730 – 859 | 76 – 85                    | 90 – 100                | 550 – 599 | 210 – 249 | 80 – 99 | 870 –     | Pre-1 <sup>st</sup> |
| 2 (Average)     | 550 – 729 | 66 – 75                    | 75 – 89                 | 460 – 549 | 140 – 209 | 50 – 79 | 560 – 869 | 2 <sup>nd</sup>     |
| 1 (Elementary)  | 400 – 549 | 51 – 65                    | 65 – 74                 | 430 – 459 | 120 – 139 | 40 – 49 | 475 – 559 | Pre-2 <sup>nd</sup> |
| PRE-1 (Minimal) | 350 – 399 | NA                         | 40 – 64                 | NA        | NA        | NA      | NA        | 3 <sup>rd</sup>     |

### 注意事項

2006年4月18日付第5空軍の規約覚書により、直属の部下及び指揮系統下の親族雇用、さらに人選権・人事措置・職務評価に影響を及ぼす事が可能な者が親族の選抜を促す行為等が禁止されています。

親族とは、父、母、夫、妻、息子、娘、兄弟、姉妹、叔(伯)父、叔(伯)母、従兄弟(姉妹)、甥、姪、義父、義母、義兄弟、義姉妹、継父、継母、継子、継兄弟、継姉妹、異母(父)兄弟、異母(父)姉妹、祖父母、孫等。

また、応募申込書 1 ページ目下段に記載されてる項目欄(記入例を参考)が未記入の場合は書類不備とみなされますので御了承下さい。

### 記入例

|  |  |   |
|--|--|---|
| アメリカ軍人又は軍属(SOFA)の扶養家族ですか? Are you a family member of a SOFA status personnel?<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | 応募先の職場に家族・親戚が働いている場合は、その方の氏名をお書きください。<br>If any, list your family member/relatives who are employed in the command where this position is located.<br>なし (None) 又は 浦島太郎 (伯父) | これまでに逮捕又は法律に違反して有罪の判決を受けた事がある方は詳細を記入して下さい。<br>Have you ever been arrested, indicted or convicted for any violation of law? If so, state complete circumstances.<br>なし (None) 又は 窃盗・器物破損 |
|--|--|---|

これらの欄が未記入の場合は書類不備としてみなされ、面接者紹介リストには載りません。下記の署名と日付の欄も記載がない場合は書類不備となりますので、記入漏れのないようご確認下さい。

私は、募集要項の資格条件を読み、これらの条件を満たしているものと信じます。なお、本求人広告申込書を受付終了前に人事課に届くよう確認するのは私の責任であることを了解しています。本申込書中のすべての項目について、もし虚偽の記述をした場合には、直ちに解雇又は本申込書が不承認になりうることを私は承知しています。ここに記入した事柄は私の知る限り、また信じる限り事実であることの証明として署名します。  
 I have read the qualifications required for this position and believe that I meet these requirements. I also understand that it is my responsibility to ensure that my application reaches the Civilian Personnel Flight prior to the closing date. I understand that falsification of any item herein may result in the immediate termination of my employment or disapproval of my application. I place my signature in certification that the information contained herein is the truth to the best of my knowledge and belief.

|                                      |   |               |
|--------------------------------------|---|---------------|
| 申込日付 Date of Applying<br>24 Dec 2013 | 本人の署名 SIGNATURE OF EMPLOYEE<br>Tiro Yamamoto 又は 山本 次郎 | 電子署名 又は 直筆の署名 |
|--------------------------------------|---|---------------|

**対象者: DHA 18 MDG 内に所属する MLC 従業員**

|   |  |                              |   |
|---|--|------------------------------|---|
| <b>Position Title/Series Grade/LPL</b>  | Administrative Specialist, MLC-10, BWT 1-5, LPL: 3         |                              |   |
| <b>Work Place</b>   | DHA, 18 MDG/SGSM, Facility Operation Management, Kadena AB | <b>Number of position(s)</b> | 1 |
| <b>Summary of duties:</b>   |  |                              |   |
| <p>Serves as Assistant Facility Administrator for 18th Medical Group (MDG) campus and supports outside agencies on all matters pertaining to 18 MDG facility operations, to include, support facilities, highly complex building systems such as elevators; emergency power systems; piped medical gas systems; compressed medical gas storage; centrally controlled HVAC requirements; specialized fire suppression systems; specialized security systems; utility systems; multiple specialized laboratories; and hyperbaric chamber. Develops and submits complete Sustainment, Restoration and Modernization (SRM) &amp; Military Construction (MILCON) packages to Base Civil Engineering, Major Command (MAJCOM) and Air Force Medical Support Agency (AFMSA) for approval/funding. Prepares, updates, and coordinates all official documents such as designation letters, policy letters, waivers, memorandums, instructions, administrative procedures, management plans and manages outgoing/incoming correspondence. Plans, coordinates, schedules, and conducts inspection of Maintenance, Custodial, and Medical Waste Disposal service contracts at all clinical facilities. Monitors management, accounting, and maintenance of repairable government-furnished equipment and supplies. Reviews and approves the purchase of any contractor-proposed materials, consumables, or supplies. Initiates Performance Evaluation and Deficiency Reports each month documenting contractor performance. Provides orientation training (fire prevention, ground safety, etc.) for all contract personnel. Serves as MDG Safety Officer, Risk Manager, Resource Protection (RP)/Security Program Manager and Unit Environment Coordinator ensuring the MDG adheres to all governing standards. Assists to develop and inspect all SRM projects pertaining to RP/Security and Force Protection/Anti-Terrorism. Performs other related or incidental duties as assigned.</p> |  |                              |   |
| <b>Qualification Requirements:</b>  |  |                              |   |
| <ol style="list-style-type: none"> <li>1. Specialized experience in work related to the position to be filled <b>OR Bachelor's Degree</b> majoring in related <u>fields</u> (engineering, industrial arts, property management or business administration, etc.)</li> <li>2. Knowledge of HVAC, mechanical, electrical repair, or total building systems as well as maintenance, construction, or contracts.</li> <li>3. Knowledge of office management procedures and practices to include effective use of Microsoft Office Suite.</li> <li>4. Skill in organizing and delivering briefings for various meetings in English.</li> <li>5. <u>Ability to speak, read and write English at fluent proficiency level; LPL-3 is required.</u> Ability to express oneself both orally and in writing demonstrating competency in the English language.</li> <li>6. Ability to work and interact effectively with others; tact and the ability to obtain cooperation in performing official duties.</li> <li>7. Ability to oversee utility systems, buildings, equipment, plans, and grounds for effective and economical operation.</li> <li>8. Ability to recognize deficiencies in plants or systems and to affix priority for improvement.</li> <li>9. Ability to make recommendations for alterations in buildings for better space utilization.</li> </ol>   |  |                              |   |
| <b>Job Related Requirements:</b>  |  |                              |   |
| <ol style="list-style-type: none"> <li>1. Must complete and receive documented verification of required immunizations: Measles, Mumps, Rubella and Varicella and annual Influenza.</li> <li>2. Chest X-Ray is required.</li> <li>3. Immunization against influenza shall be implemented if there is an indication of epidemics in the vicinity of the worksites.</li> <li>4. May work outside of normal duty hours if requested.</li> </ol>   |  |                              |   |
| <b>Work Schedule:</b> Mon-Fri, 40 hours per week, 0730-1630 (Recess 1130-1230)  |  |                              |   |
| <b>Required document 必要書類:</b>  |  |                              |   |
| <input checked="" type="checkbox"/> KADENA AB Form 1EJ, 20090413<br><input checked="" type="checkbox"/> Copies of English Proficiency Test for LPL requirement, see page 2 語学能力を証明する書類のコピー(2ページ参照)<br><input checked="" type="checkbox"/> Copies of license(s)/certificate(s) 免許証・証明書等のコピー: As underlined above 上記下線部参照   |  |                              |   |