



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-24-681-47

Opening Date: 28 November 2024
発行日: 令和 6 年 11 月 28 日

Closing Date/Time:
締切日・時間:

4 December 2024 / 16:30
令和 6 年 12 月 4 日
午後 4 時 30 分

Who May Apply (募集対象従業員):

- MLC/IHA employees within the organization.
募集組織内に所属する MLC/IHA 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

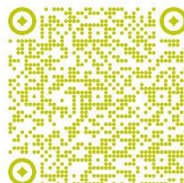
応募書類: KADENA AB Form 1EJ, 20090413 (嘉手納応募履歴書) と応募に必要な免許証・証明書等の写し。応募履歴書は第 18 フォースサポート中隊のホームページからダウンロード(PDF フォーム形式)できます。ホームページをご参照下さい。
<https://www.kadenafss.com/civilian-personnel-section> (応募書類の書き方をご参照下さい)

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。

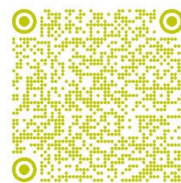
Contact information (問合わせ先):

Phone (電話番号): 632-7369

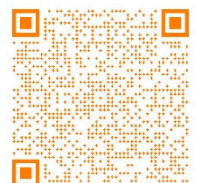
Email (メールアドレス): kadena.jnstaffing@us.af.mil



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

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? <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。 If any, list your family member/relatives who are employed in the command where this position is located. 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。 Have you ever been arrested, indicted or convicted for any violation of law? If so, state complete circumstances. なし (None) 又は 窃盗・器物破損
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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 24 Dec 2013	本人の署名 SIGNATURE OF EMPLOYEE Tiro Yamamoto 又は 山本 次郎	電子署名 又は 直筆の署名
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対象者： 沖縄県内すべての MLC/IHA/MC 従業員

Position Title/Series Grade/LD	Information Technology (IT) Assistant (Customer Support/ Network Services) IHA-84, BWT 1-5, LD: 3		
Work Place	18 MSG/DET 1 OKUMA, Okuma Recreation Area	Number of position(s)	1
Summary of duties:			
<p>Responsible for limited specialized projects and assignments involving development, test, implementation, and modification of computer programs and operating procedures. Provides support to computer specialists by performing coding, testing, and limited programming for a variety of applications. Maintains documentation and program databases. Receives and processes requests to write, upgrade, or modify small program modules. Identifies the work to be done, plans, and carries out the steps necessary for developing applications programs using the COBOL, FORTRAN, or other higher level programming languages, providing for variations in recurring runs and special reports. Considers a variety of factors in program applications work such as developing input requirements for programs from detailed logic charts and related information developed by computer specialists, drawing basic program flow charts, applying higher level programming languages, initiating testing, assembling test data, debugging programs, and submitting user requires with recommended finished module to specialist. Determines the actions required by taking into account applicable instructions, references, objectives, customer desires, established program logic, and system constraints. Maintains a few modules that frequently require variations in production requirements. In support of specialists, solves problems and responds to requests to advise on issues related to defining information requirements, desired formats, and the amount and kind of data combinations and arithmetic manipulation required. Installs and maintains hardware. Verifies that all equipment attachments and power support items are approved and are in compliance with existing regulations, directives, and vendor specifications. Performs inventory of hardware. Researches current industry literature to identify the availability of equipment. Maintains stocked parts to ensure prompt service and arranges for replacement parts. Answers technical questions for which sometimes the guidelines may provide for judgmental deviations. Assists users in preparing computer hardware/connectivity service requests. Identifies hardware problems and develops solutions for associated short and long-term effects. Maintains, interprets, and rites portions of operating equipment and use manuals and instructions. Installs, upgrades, and maintains software. Performs system software control and library functions. Schedules, maintains, and provides advice on formulation of job requests and computer programs for which the guidelines may provide for judgmental deviations. Provides guidance and assistance to customers. Performs other related or incidental duties as assigned.</p>			
Qualification Requirements:			
<ol style="list-style-type: none"> 1. Specialized work experience in IT related fields that demonstrates the ability to develop, test, implement, and modify computer programs and operating procedures OR <u>4-year college graduate in related fields</u>. 2. Must be able to obtain Information Assurance Technical (IAT) Level I certification (A+ CE, Network+ CE, or SSCP) within 180 days of employment IAW DoD 8570.01-M. 3. Ability to speak, read and write English at fluent proficiency level (LD: 3). 4. Experience in managing business software systems such as Aloha, Food Trak, Rec Trak, and Epitome Lodging management systems is desirable. 5. Skills in managing large campus wi-fi networks. 6. Knowledge of office automation hardware and software applications. 7. Knowledge of computer equipment, networking, and peripheral devices. 			
Job Related Requirement:			
<ol style="list-style-type: none"> 1. Occasionally work weekends and holidays with various shifts during the special events. 2. May have to work outside of normal duty hours if requested/directed. 			
Work Schedule: Mon-Fri (40 hours per week), 0800-1700 (Recess: 1200-1300).			
Required document 必要書類:			
<input checked="" type="checkbox"/> KADENA AB Form 1EJ, 20090413 <input 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) <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 下線の必要書類のみご提出お願いいたします。			