



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-24-688-47

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 employees within 718 CES/CEF.
718 CES/CEF 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

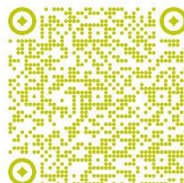
応募書類: KADENA AB Form 1EJ, 20090413 (嘉手納応募履歴書) と応募に必要な免許証・証明書等の写し。応募履歴書は第 18 フォースサポート中隊のホームページからダウンロード(PDF フォーム形式)できます。ホームページをご参照下さい。
<https://www.kadenafss.com/civilian-personnel-section> (応募書類の書き方をご参照下さい)

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。

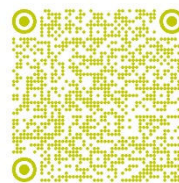
Contact information (問合わせ先):

Phone (電話番号): 632-7369

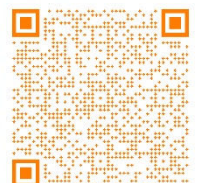
Email (メールアドレス): kadena.jnstaffing@us.af.mil



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: 718 CES/CEF 内に所属する MLC 従業員

Position Title/Series Grade/LPL	Fire Crew Chief (Aircraft), MLC-3104, BWT 3-5, LPL: 1		
Work Place	18 CES/CEFOB, Fire and Emergency Services, Kadena AB	Number of position(s)	1
<p>Summary of duties: Leads assigned crew and responds to aircraft in-flight and ground emergencies, fire alarm activations, medical emergencies, hazardous materials emergencies, and other calls to protect life and property; establish incident command if first arriving fire officer; supervise and direct crew members while performing operations at an emergency scene; participate in fire prevention and training events; maintain fire stations and firefighting equipment. Conducts morning roll call at assigned respective fire station; monitor daily equipment check to observe serviceability of all fire equipment, protective clothing, tools, and two-way radio; supervise crew members while performing daily, weekly, and after use care/maintenance of pumper, ARFF vehicles, and MWS water tender; inspects individual personal protective equipment and all fire extinguishing systems on assigned vehicle(s); supervise and control crew members while performing routine work. Plans and conducts academic and practical crew proficiency training; provide training to members in crash fire rescue and structural firefighting, confine space rescue, hazardous material incident, and medical response (including first aid and use of the AED); participate in aircraft and building familiarization, crash fire drills egress rescue training, confined space rescue drills, hazardous materials incident drills, medical response exercises, and structural fire drills conducted by the training section/shift supervisors; conduct training for newly assigned firefighters and driver operators in coordination with the training section/shift supervisors; conduct physical fitness training in accordance with flight policy; track members training attendance using FES-IMS computer software. Conducts company building inspections. Plans and conducts assigned additional duties OPR Tasks. Performs other related or incidental duties as assigned.</p>			
<p>See next page for qualification requirements</p>			

Qualification Requirements:

1. High school graduate or equivalent.
2. Work experience as a firefighter.
3. Must have a valid GOJ Heavy Vehicle Driver's License and be able to obtain/maintain US military issued driver's license.
4. Must be certified for:
 - Firefighter I and Firefighter II.
 - Airport Firefighter
 - Hazardous Material Awareness, Operation and Technician
5. Must be able to acquire following certifications at a rate of one certification every six months and maintain them through classroom and on the job training:
 - Fire Instructor I
 - Fire Officer I
 - Fire Inspector I
 - Incident Safety Officer
 - National Registered Emergency Medical Responder or Technician with CPR
6. Ability to speak, read and write English at elementary proficiency level: LPL-1 is required. However, good understanding of English speaking, reading and writing is highly desired.
7. Must be able to pass a security background investigation.
8. Good for radio communication.

Job Related Requirements:

1. Must be in good physical condition to perform assigned duties.
2. Must be able to carry and lift 80 pounds of fire department tools and equipment.
3. Must work under all type of weather condition, hazardous environments and stressful work conditions.
4. Must be able to pass Mask Fit Test to use of a respirator.
5. Must be able to differentiate colors and have good depth perception *IAW NFPA 1582.*
6. Duties require a strong physique and mental strength to overcome the harsh conditions and strenuous training.
7. No acrophobia and claustrophobia (Acrophobia Test: Climb the ladder, Claustrophobic Test: Panic test in the confined space).
8. Must take immunizations for Tetanus and Hepatitis B Virus if necessary.
9. Requires 24 hours rotating shifts work to include weekends and holidays.
10. May work outside of normal duty hours if requested/directed.

Special Factors: This position is designated as "Mission Essential" which requires incumbent to report to duty or continue performing duties during emergencies or exigent situations such as but not limited to natural disasters, adverse weather, terrorist activity, radioactive/poisonous gas release, outbreak of pandemic disease or other events that may present a danger to any USFJ facility, personnel or LN employees, or which require extraordinary USFJ assistance for relief measures. Incumbent in firefighter is considered as emergency responders and critical to the mission. As such, the employee would be ineligible for recall to Japan Self Defense Force (JSDF) active duty.

Work Schedule:

- Intermittent shift schedule
- One shift segment: 24 hours from 0800 to 0800 next day (24 hours rotating shifts work to include weekends and holidays)
- Roll call and shift change at 0800
- Daily work hours: 0800 – 2200, 0500 – 0800
- Lunch: 1130 – 1230, Standby/Rest time: 2200 – 0500
- Holiday Work Schedule: 16 hours from 0000 to 1600. Recess period: 1600 – 2400 (This schedule is utilized on holidays to grant employees to be off duty without using annual leave)
- Designated Rest Day: One shift off every 2 weeks (Sun – Sat)

Required document 必要書類:

- KADENA AB Form 1EJ, 20090413
- 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)
- 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。