



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-24-909-47**

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

**Closing Date/Time:** 04 December 2024 / 16:30  
**締切日・時間:** 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.

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。

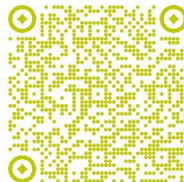
1. 投函箱 1: 嘉手納飛行場、建物番号 721-A (2 階)、部屋番号 B-202
2. 投函箱 2: 嘉手納飛行場、建物番号 31、ゲート 1 ビジターコントロールセンター

**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)

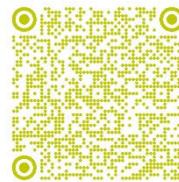
**注意事項:** 応募者は各自の責任において応募書類に記入漏れや不備がないかを確認し、また必要な添付書類の確認も行ってください。応募の際は必要書類のみ提出してください。提出された応募書類の返却はいたしません。

## Contact information (問合わせ先):

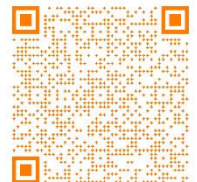
Phone (電話番号): 632-7369 or 632-7912  
Email (メールアドレス): [kadena.jnstaffing@us.af.mil](mailto:kadena.jnstaffing@us.af.mil)



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	ALCPT	TOEFL			CASEC	EIKEN
		Prior to 8 Feb 16	After 8 Feb 16	(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? <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 従業員**

<b>Position Title/Series/Grade/LPL</b>	<b>Administrative Specialist, MLC JD: 010, BWT 1-5, LPL: 3</b>		
<b>Workplace</b>	718 <sup>th</sup> Force Support Squadron/JN Personnel Employee-Mgmt Relations Section (718 FSS/FSCAJ), Kadena AB	<b>Number of position(s)</b>	1
<b>Summary of duties:</b>			
<p>Assists Employee-Management Relations (EMR) specialists by performing a variety of technical and administrative duties for various EMR related administrative programs/matters. Prepares, validates eligibility, ensures that requests are in compliance with regulations, and coordinates with Labor Management Office (LMO) and work center counterparts for a variety of EMR related administrative programs such as annual/semi-annual physical examination schedule, travel reimbursement, uniforms, first-aid kit, annual leave accumulation for applicable employees, and so forth for the entire workforce. Determine Nature of Action for personnel actions, codes necessary data, and finalizes personnel actions in Defense Civilian Personnel Data System (DCPDS) appropriately. The work requires thorough knowledge of the program regulations and makes commitments on administrative matters. Proposes alternate approaches to management for more efficient operation programs. Uses various Microsoft software to create, copy, edit, store, retrieve and print forms, memos, and letters; uses existing database or spreadsheet software to create, enter, revise, sort or calculate and retrieve data from reports; and uses graphic software to provide graphs and charts for reports and presentations. Performs other related or incidental duties as assigned.</p>			
<b>Minimum Qualification Required:</b>			
<ol style="list-style-type: none"> <li>1. Must have specialized work experience in personnel related fields OR <u>4-year college graduate in any fields.</u></li> <li>2. Ability to speak, read and write English at fluent proficiency level: <u>LPL-3 is required.</u></li> <li>3. Must have skill in operating a computer, using an English keyboard with knowledge of office automation software and computer programs to include, but not limited to email, internet, spreadsheet, presentation, and word processing programs.</li> <li>4. Multi-skills in initiating, preparing, and communicating administrative correspondence that are consistent with personnel policy, regulations, and procedures.</li> <li>5. Ability to track personnel requests and actions using office automated programs, applications, tools, and systems.</li> <li>6. Ability to speak, read, and write business Japanese to work with GoJ counterparts.</li> <li>7. Skills in advanced excel is highly preferred.</li> </ol>			
<Job Related Requirements>: May work outside of normal duty hours if requested.			
Work Schedule: Mon-Fri (40 hours per week), 07:30-16:30 (Recess: 11:30-12:30)			
<b>Required document 必要書類:</b>			
<input checked="" type="checkbox"/> KADENA AB Form 1EJ, 20090413 <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) <input checked="" type="checkbox"/> Copies of license(s) 免許証等のコピー: As underlined above. <u>上記下線部参照</u> <b>** 下線の必要書類のみ提出してください</b>			