KADENA CIVILIAN PERSONNEL FLIGHT
OKINAWA WIDE JOB ANNOUNCEMENT

求人広告（オキナワ・ワイド）#39-OKI-20

http://www.kadenafss.com/career/civilian-personnel-section/

**Eligible Employees:**
USFJ employees working for Army / Marine Corps / Navy / AAFES in Okinawa

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

**Opening Date:** 10 September 2020  
**Closing Date:** 16 September 2020

**How to apply:** Please submit your applications to Kadena Civilian Personnel Flight (CPF) Japanese Staffing by the closing date. 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 above 18th Force Support Squadron Home Page. Please limit your documents only to application and required documents. Submitted applications will not be returned. (Please refer to “How to fill out application form”)

**Important note:** Incomplete applications will not be considered for rating. As an applicant, it is your responsibility to complete your application correctly and ensure all the required documents are attached to the application. CPF will not review your application prior to your submission.

**Contact information:** 632-7912 or Kadena Civilian/JN Staffing <kadena.jnstaffing@us.af.mil>

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募集対象：沖縄県内で雇用されている陸軍 / 海兵隊 / 海軍 / AAFES従業員

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。

**発行日:** 令和2年9月10日  
**締切日:** 令和2年9月16日

**応募方法:** 応募書類を、上記締切日までに嘉手納人事課雇用係宛て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。（上記のホームページを参照）。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。（応募書類の書き方をご参照下さい）

**注意事項:** 書類不備は選考対象外となります。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。人事課では提出前の応募書類の確認は行いません。

**問合せ先:** 632-7912 または Kadena Civilian/JN Staffing <kadena.jnstaffing@us.af.mil>
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。

ENGLISH PROFICIENCY TEST (EPT)

<table>
<thead>
<tr>
<th>LPL</th>
<th>TOEIC</th>
<th>ALCPT Prior to 8 Feb 16</th>
<th>ALCPT After 8 Feb 16</th>
<th>TOEFL (PBT)</th>
<th>TOEFL (CBT)</th>
<th>TOEFL (iBT)</th>
<th>CASEC</th>
<th>EIKEN</th>
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</thead>
<tbody>
<tr>
<td>4 (Exceptional)</td>
<td>860 – 990</td>
<td>86 – 100</td>
<td>NA</td>
<td>600 –</td>
<td>250 –</td>
<td>100 –</td>
<td>NA</td>
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<tr>
<td>3 (Fluent)</td>
<td>730 – 859</td>
<td>76 – 85</td>
<td>90 – 100</td>
<td>550 – 599</td>
<td>210 – 249</td>
<td>80 – 99</td>
<td>870 –</td>
<td>Pre-1st</td>
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<td>2 (Average)</td>
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<td>66 – 75</td>
<td>75 – 89</td>
<td>460 – 549</td>
<td>140 – 209</td>
<td>50 – 79</td>
<td>560 – 869</td>
<td>2nd</td>
</tr>
<tr>
<td>1 (Elementary)</td>
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<td>51 – 65</td>
<td>65 – 74</td>
<td>430 – 459</td>
<td>120 – 139</td>
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<td>NA</td>
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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?

YES ☐ NO ☒

記載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。本申込書の中のすべての項目について、文書裏の記述した場合には、直接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を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

本人の署名 SIGNATURE OF EMPLOYEE

24 Dec 2013

Jiro Yamamoto 又は 山本 次郎

KADENA AB Form 1EJ, 200904

電子署名又は 自筆の署名

FOR OFFICIAL USE ONLY
Position Title/Series Grade/LPL | Engineer (Environmental), MLC-525, BWT 1-7, LPL: 4  
Work Place | 718 CES/CEIE, Environmental, Kadena AB  
Number of position(s) | 2

Summary of duties:
Serves as an Environmental Engineer participating in project management, execution, and operations responsibility in assigned project(s) within a program element. Performs various environmental engineering work related to planning, project management, technical review, design, specifications, cost engineering or construction management. Carries out assignments pertain to problems encountered in achieving compliance with federal, state, Japanese, and local environmental control regulations (e.g. air, water, and hazardous waste). Performs the full range of domestic and industrial waste water treatment and disposal to include toxic and chemicals. Oversees preparation and updates inventories of corrective measures to reduce pollutants emitted to water, atmosphere, or land from the installation and operations, or constitute a health hazard to an installation or adjacent civilian communities, coordination of actions required for funding, design, construction, and operation of equipment or facilities to correct deficiencies, and/or preparation of guidelines or instructions as required to ensure compliance with environmental regulations. Inspects and evaluates reliability, flexibility, and maintainability of existing environmental equipment and systems and identifies deficiencies for incorporation into the infrastructure maintenance plan. Responsible for the administrative, financial and technical aspects for assigned projects and for budgeting input for the assigned program element(s). Serves as an environmental engineering technical advisor and as a support member on applicable boards and committees in executing assigned projects. Manages Conservation, Cultural Resources, and natural Resources Programs and provides technical expertise for all 18th Wing installations and facilities. Applies current technologies in innovative ways to develop policy and standards, evaluate proposed actions, and recommend alternative based on direct and indirect, short-term and long-term cumulative, irretrievable, and irreversible potential effects on all cultural and natural resources. Conducts complex investigations, assesses impacts and develops reports pertaining to the effect of environmental contamination on aquatic and terrestrial wildlife and their habitats. Consults with technical subject matter experts, both American and Japanese, when needed or required. Ensures corrective actions are taken for any non-compliance situations identified. Provides advisory services on specific problems, projects, programs, and functions in assigned environmental engineering program area. Prepares, implements and presents various environmental training sessions and briefings as required. Complies with health, safety, and environmental rules and procedures and performs work that enhances the safety of the work environment. Drives a government owned vehicle as required basis. Performs other related or incidental duties as assigned.

Basic Qualification Requirements:
1. Must have combination of education/license and experience as indicated below.
   Education/License:
   a. Must be a college or university graduate with specialized education in engineering OR
   b. Possess an official engineering license, e.g., First or Second Kenchikushi (Architect/Civil Engineer 一級又は二級建築士免許), Kenchiku Setsubishi (Mechanical/Electrical Engineer 建築設備士免許) or Gijutsushi (Consulting Engineer 技術士免許), etc.

   AND

   Experience:
   1 year of specialized experience in work related to the position to be filled at the next lower level OR 3 years of work experience in related fields.
2. Ability to speak, read, and write English at fluent proficiency level: LPL-3 is required.
3. Must possess a valid GOJ ordinary vehicle driver's license (普通自動車運転免許) AND
4. General knowledge of office automation software such as Microsoft Excel, Word and PowerPoint - preparing, modifying, storing, retrieving, printing of electronic files.

Job Related Requirements:
1. May require some traveling to attend training, meetings or conference.
2. May work outside of normal duty hours when requested/directed.

Work Schedule: Mon-Fri (40 hours per week), 0730-1630 (Recess: 1130-1230)

Required document 必要書類:
☑ KADENA AB Form 1EJ, 20090413
☑ Copies of license(s)/certificate(s) 免許証・証明書のコピー: As underlined above. 上記下線部参照
## Summary of duties:
Plans and programs projects consistent with Base General Plan.  Work involves planning and review of large, complex programs and projects involving new facility construction and major renovations.  Typical projects cover the complete range of engineering disciplines such as highly technical and complex buildings and structures including aircraft hangars, maintenance shops, large administrative facilities, warehouses, industrial facilities, computer facilities, base utilities, and infrastructure systems.  Determines requirements for new facilities, work classifications, cost estimates, prepares full package DD Form 1391s and completes approval information on AF Form 332s.  Work requires having an in depth knowledge of United States Department of Defense, United States Air Force, and Japanese Government guidelines and policies on programming and technical criteria.  Serves as the focal point on programming criteria and provides guidance and advice to upper management and base command/staff on complex engineering problems and issues.  Develops criteria and policies for use in long-range planning and execution of programs and projects.  Plans, coordinates, and reviews necessary modifications to complex facilities, utilities, and infrastructure systems.  Ensures these modifications are executed within programming rules and budgetary constraints set by United States Department of Defense, United States Air Force and other government agencies.  Through extensive coordination with the project end user, investigates project requirements, technical feasibility, costs, and identifies appropriate scope of effort.  Ensures mission requirements are met while keeping the project scope within allowable authorizations.  Works closely with the community planner on siting new requirements to identify waivers, constraints, and/or local political issues.  Ensures project management software (TRIRIGA) and other project databases are kept up to date with current programming and engineering information.  Programs and manages engineering studies to define future facility requirements or the capability of existing facilities and infrastructure systems to support new missions and repair requirements for existing facilities to remain useful.  Responsible for responding to, justifying, and defending recommendations against higher headquarters and other agency questions.  Acts as the base representative in resolving/negotiating critical programming/technical issues with HQ PACAF, 5th AF, and other government agencies.  Acts as liaison between the 718 CES/CEN and 18 CES/CEOER Operations Engineering.  Actively engages with 18 CES/CEOER in order to create accurate requirements for project work.  Discuss and coordinates proposed new technologies with all of the design sections, including architectural, mechanical, civil, and electrical sections.  Monitors and ensures project compliance with health, safety, and environmental rules and procedures.  Performs other related or incidental duties as assigned.

## Basic Qualification Requirements:
1. Must have combination of education/license and experience as indicated below.
   Education/License:
   a. Must be a college or university graduate with specialized education in engineering OR
   b. Possess an official engineering license, e.g., First or Second Kenchikushi (Architect/Civil Engineer 一級又は二級建築士免許), Kenchiku Setsubushi (Mechanical/Electrical Engineer 建築設備士免許) or Gijutsushi (Consulting Engineer 技術士免許), etc.

   AND

   Experience:
   1 year of specialized experience in work related to the position to be filled at the next lower level.
2. Ability to speak, read, and write English at fluent proficiency level:  LPL: 3 is required.
3. Must possess a valid GOJ vehicle driver’s license.
4. Must have knowledge of developing cost estimates for new construction, renovation, and improvements of real property facilities, including utility systems.
5. Must have knowledge of a broad range of several engineering disciplines, engineering concepts and practices and familiarity with engineering disciplines and architectures.
6. Ability to plan and organize work, coordinate with other engineering disciplines and analyze, interpret and apply rules, regulations, and procedures in a variety of situations and recommends timely and economical solutions.

## Job Related Requirements:
1. May require some traveling to attend training, meetings or conference.
2. May work outside of normal duty hours when requested/directed.

**Work Schedule:** Mon-Fri (40 hours per week), 0730-1630 (Recess: 1130-1230)

## Required document

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<td></td>
</tr>
</tbody>
</table>
Summary of duties:
This position serve as an Engineering Technician in a developmental capacity, performing assignments designed to further develop applicable analytical and evaluative skills and techniques. The duties are essentially the same as those at the full performance level with the exception of performing duties under close supervision. Assignment at this level are involved in a variety of work relating to the area of specialization that requires technical review, specifications, or cost engineering. Reviews, analyzes, evaluates, and recommends for approval of customers' requests for a complete conventional project of relatively limited scope, or a portion of a larger and more diverse project. Takes consideration of numerous precedents and some adaptations of previous plans or technique. Applies extensive knowledge of the engineering operation and practical knowledge in developing programming documents for the accomplishment of operations and maintenance (O&M), military family housing (MFH), non-appropriated fund (NAF), Special Interest programs, host-tenant, host-nation real property maintenance by contract (RPMC), and/or military construction (MCP/MILCON) programs/projects. Projects are associated with a wide variety of architectural and engineering facets which interface with other technical specializations and are typically significant and complex. Searches for and studies available information and precedent to determine feasibility of component location or construction details. Applies knowledge of accepted construction details, shop production, materials usage, agency requirement and design practice. Works out and refers to supervisor or project engineer possible alternative compromises of conflicting requirements. Prepares or reviews detail drawings prepared by other for fabrication of item. Conducts studies and economic analyses to determine the feasibility of renovation or modification. Coordinates projects with engineers in a variety of disciplines and/or with architects. Supports and works with engineer/architecture professionals to ensure all design, construction, or operations considerations have been addressed as well as assisting engineers as they create and revise as-built drawings for buildings and utilities future development plans. Coordinates with organizational managers, budget personnel, and engineering/architectural authorities to develop and gain approval for proposed facility programs/projects. Keeps abreast of emerging technologies to ensure programming will not prematurely become obsolete. Utilizes computers/computer software such as information management programs, computer aided design and drafting (CADD) programs, Geographical Information System, and traditional methods to prepare and present design proposals as well as solving engineering/architectural problems and facilitating work. Complies with health, safety, and environmental rules and procedures and performs work in a manner that enhances the safety of the work environment.

Engineer (Civil), MLC-525, BWT 1-7: All training must be completed and regulatory requirements met prior to promotion.

Basic Qualification Requirements:
1. Must have combination of education/license and experience as indicated below.
   Education/License:
   a. Must be a college or university graduate with specialized education in engineering OR
   b. Possess an official engineering license, e.g., First or Second Kenchikushi (Architect/Civil Engineer 一級又は二級建築士免許), Kenchiku Setsubushi (Mechanical/Electrical Engineer 建築設備士免許) or Gijutsushi (Consulting Engineer 技術士免許), etc.

   AND

   Experience:
   1 year of specialized experience in work related to the position to be filled at the next lower level or 2 years of related work experience.
2. Ability to speak, read, and write English at elementary proficiency level - LPL-1.
3. Must have a valid GOJ driver's license (A/T limited is acceptable).
4. General knowledge of office automation software such as Microsoft Excel, Word and PowerPoint - preparing, modifying, storing, retrieving, printing of electronic files.

Job Related Requirements:
1. May require some traveling to attend training, meetings or conference.
2. May work outside of normal duty hours when requested/directed.

Work Schedule: Mon-Fri (40 hours per week), 0730-1630 (Recess: 1130-1230)

Required document 必要書類:
☑ KADENA AB Form 1EJ, 20090413
☑ 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
☑ Copies of English Proficiency Test, see page 2 語学能力を証明する書類のコピー（2ページ参照）
Position Title/Series  | Pest Controller-Intermediate, MLC-2255, BWT 2-5, LPL: 0
---|---
Work Place  | 18 CES/CEOIE, Entomology, Kadena AB
Number of position(s)  | 1

Summary of duties:
As a Pest Controller-intermediate, the technician performs duties under immediate instructional supervision of a Journeyman worker, and a full range of trade tasks from the Helper level up to and including some tasks normally performed independently at the Journeyman level.

A pest controllers-intermediate assists higher grade pest controller employees in identifying pest species and selects appropriate equipment and control methods to prevent pests and disease vectors from causing unacceptable damage to operations, people, property, materiel, or the environment. Advanced assignments requiring progressively greater skill are carried out under instructional guidance and supervision. Understands the different types of chemical classifications and the impact on the environment. Protects the base populace, the environment, and non-target organisms from chemical hazards and exposure. Safely handles and disposes of pesticides and other toxic materials in accordance with DoD and AF Environmental regulations. All work assignments and instructions are received in the form of detailed work orders or verbal instructions which include specific procedures to be followed. Advanced assignments requiring progressively greater skill are carried out under instructional guidance and supervision. Pest controllers-intermediate assists higher grade Pest Controller employees in locating, identifying, and controlling wide variety of pests including threats to public health, structures, ornamental vegetation, and stored products. The technician also assist with the application of Pest Management principles including pest surveys and application of both chemical and nonchemical control measures. Uses spraying, dusting, hand-held and powered equipment which requires use of appropriate formulas/guidelines for mixing pesticide solutions to assure proper balance of pesticides, and selection of equipment settings and controls to allow for wind, terrain, and proximity of human populations. Performs preventative maintenance on manual and powered pest management equipment by cleaning or replacing strainers and filters, replacing hoses and nozzles, and making minor repairs and replacements. Assist higher graded Pest Controller employees with tracking and maintaining accountability of all shop tools, equipment, sprayers, supplies, and all pest management records. Assist with tracking chemical treatment data and history on an AF Form 1532 (Pest Management Report) and AF Form 1532-1 (Pest Management Maintenance Record) and also Locates and uses manuals, instructions, regulations, pamphlets, technical guides, standards, and forms to perform maintenance, operations, and troubleshooting on equipment. Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment. Receives annual safety Pest Management related training documented on an AF 55 (Employee Safety and Health Record) to ensure the use and proper fit of required safety equipment and clothing, such as safety shoes, glasses, ear protection, face masks, and/or hard hats. Receives an annual Bioenvironmental respirator fit test and respirator training to safeguard the employee from inhaling toxic fumes and chemicals. Determines first aid procedures for victims of pesticide poisoning i.e., oral, dermal, and respirator. Performs other related or incidental duties as assigned.

Basic Qualifications:
Qualification requirements emphasis is on the quality of experience, not necessarily the length of time. Although a specific length of time and experience is not required, you must show through experience and training that you possess the quality level of knowledge and skill necessary to perform the duties of the position at the level for which you are applying. Although a specific length of training and/or experience is not required, applicants must have sufficient training and experience, paid or unpaid, of sufficient scope and quality that fully provides the ability to perform the full range of duties of the position.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs): Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the following areas:
1. Quality of experience in the same line of work (experience in the related field).
2. Must possess a valid GOJ vehicle driver’s license (自動車運転免許) and must be able to obtain GOV license.
3. GOJ Special Heavy-duty vehicle license desired (大型特殊免許保有が望ましい).
4. Must have completed or be able to obtain Department of Defense Pest Applicator Certification (DD Form 1826) within two years of holding this position.
5. Must have or be able to obtain required pest control training courses, and hold a current certificate of training.
6. Must complete Pest Management Re-Certification training every three years.
7. Basic English proficiency desired (基礎的な英語ができる方が望ましい).
9. Must be able to qualify on the wear of full & half face cartridge filtering respirators.
10. Be acquainted with the hazards involved in the handling and using of toxic pesticides and be able to apply appropriate safety measures to protect persons exposed to such pesticides as stated on the label.

Job Related Requirement: Must be fully acquainted with the hazards involved in the handling and using of toxic pesticides and be able to apply appropriate safety measures to protect persons exposed to such pesticides.

Work Schedule:  Mon-Fri (40 hrs per week): Days shift: 0730-1630 (Recess: 1130-1230); Nights shift: 1600-0100 (Recess: 2000-2100)

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) 免許証等のコピー：As underlined above. 上記下線部参照

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