

# KADENA CIVILIAN PERSONNEL FLIGHT

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

Vacancy Announcement No. (求人広告番号): **50-21-04**

**Opening Date:** 23 September 2021  
**発行日:** 令和 3 年 9 月 23 日

**Closing Date/Time:** 29 September 2021 / 16:30  
**締切日・時間:** 令和 3 年 9 月 29 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/DeCA/DoDEA/DLA-Disp/GSA/DMA** in Okinawa.  
**Air Force/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 <http://www.kadenafss.com/career/civilian-personnel-section/>. (Please refer to "How to fill out application form")

**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 <http://www.kadenafss.com/career/civilian-personnel-section/> を参照)。(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):** 632-7912 or 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。**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 <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/MC 従業員

<b>Position Title/Series</b>	Lifeguard, IHA-178, BWT 1-3, LD: 1		
<b>Grade/LD</b>	(Limited Term Position Not to Exceed: 15 Sep 2022)		
<b>Work Place</b>	18 FSS/FSWO, Pool Kadena AB and Kadena Marina	<b>Number of position(s)</b>	1
<b>Summary of duties:</b>			
<p>Rescues swimmers in danger of drowning and administers resuscitation/appropriate first aid. Patrols premises to prevent accidents, keeps order, ensures cleanliness, and inspects facilities. Position requires sustained sitting and constant vigilance to ensure maximum security of personnel in and around the swimming pool or water front area in all weather conditions. Ability to size up emergencies and adopt effective courses of action. Enforces safety and facility regulations. Promptly reports safety hazards to supervisor. Performs light cleaning duties in and around the assigned work location and responsible for facility upkeep. Conducts light preventative maintenance and repair of pool safety and operational equipment such as pool vacuums, pool water cannons, and other facility related equipment. Completes incident reports and assists in maintaining facility routine documents and reports. Checks in and greets swimmers upon entry to the facility and performs swim tests as appropriate. Maintains daily log and records of patrons. Checks pool chemicals and records info as appropriate. Assists with conducting swim programs, swim meets, and other special events as assigned. May be assigned to Kadena Marina beach shack to assist with kayak and paddle board rentals and assists with beach supervision. Performs other related or incidental duties as assigned.</p>			
<b>Qualification Requirements:</b>			
<p>Qualification requirements emphasis is on the quality of experience. Applicants must reflect your application to show through sufficient experience and training that you possess the quality level of knowledge and skill necessary to perform the full range of the duties of the position at the level for which you are applying.</p> <p><b>KNOWLEDGE, SKILLS AND ABILITIES: Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the following areas:</b></p>			
<ol style="list-style-type: none"> <li>1. General work experience OR high school graduate or above.</li> <li>2. Ability to pass both skills and written test in English and swim 500 meters.</li> <li>3. Ability to communicate in English both verbally and in writing in order to explain rules, regulations, policies and procedures.</li> <li>4. Ability to speak, read and write in English at elementary proficiency level: LD-1.</li> </ol>			
<b>Job Related Requirements:</b>			
<ol style="list-style-type: none"> <li>1. Must be able to obtain certification as a Water Front Lifeguard within 90 days after employment.</li> <li>2. Must be able to lift 50lbs (約 23 キロ).</li> <li>3. May be required/directed to work outside of normal duty hours.</li> </ol>			
<b>Work Schedule:</b> Mon-Sun (40 hours per week), 1st shift: 0430 – 1330, 2nd shift: 0900 – 1800, 3rd shift: 1030 – 1930 (Recess 1 hour).			
<b>Required document 必要書類:</b>			
<input checked="" type="checkbox"/> <b>KADENA AB Form 1EJ, 20090413</b> <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 type="checkbox"/> Copies of license(s) 免許証等のコピー: As underlined above. 上記下線部参照 <span style="color: red;">* 下線の必要書類のみ提出してください</span>			