

**KADENA CIVILIAN PERSONNEL FLIGHT**  
<http://www.kadenafss.com/career/civilian-personnel-section/>

**Vacancy Announcement No. (求人広告番号): JA-21-02**

**Opening Date:**  
**発行日:**

**1 October 2020**  
**令和 2 年 10 月 1 日**

**Closing Date:**  
**締切日:**

**Open until filled**  
**採用が決まるまで**

**Who May Apply (募集対象従業員):**

MLC/IHA/MC employee in **mainland Japan.**  
沖縄県外の在日米軍に所属する 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 National Staffing Section. Applications should be submitted via:

1. Email to [Kadena.jnstaffing@us.af.mil](mailto:Kadena.jnstaffing@us.af.mil)
2. Fax to (Base Operator) 098-938-1111 / (Extension) 634-2256

**Acknowledgement:** Kadena JN Staffing sends email acknowledging receipt of your application received via email or fax. Therefore, email address must be legible for us to send the acknowledgement.

**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.

**Relocation expense is authorized.**

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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、嘉手納人事部雇用課へ以下のいずれかの方法で提出してください。

1. 電子メール送信 [Kadena.jnstaffing@us.af.mil](mailto:Kadena.jnstaffing@us.af.mil)
2. ファックス送信 (外線番号) 098-938-1111 / (内線番号) 634-2256

**応募書類受信のお知らせ:** 嘉手納人事課雇用担当では、応募書類等の受信確認の電子メールをお送りしていますので、メールアドレスは読みやすい字で記入をお願いいたします。また、応募書類提出後1稼働日を経過しても受信の通知がない場合はご連絡下さい。 <注意> 受信した書類等の不備については、お知らせいたしかねますので、ご了承ください。

**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。

**転勤にかかる費用につきましては、支給が認められております。**

**Contact information (問合わせ先):** (Base Operator) 098-938-1111 / (Extension) 632-7912 or [kadena.jnstaffing@us.af.mil](mailto: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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<b>Position Title/Series Grade/LPL</b>	Engineering Technician (Architectural), MLC-384, BWT 1-6, LPL: 3 (This position has promotion potential to Engineer (Architectural), BWT 1-7)		
<b>Work Place</b>	718 CES/CENMC, Engineering Flight, Kadena AB	<b>Number of position(s)</b>	1
<b>Summary of duties:</b>			
<b>This position may be filled at BWT 1-7 grade level depending on the certification, qualification and training of the applicant.</b>			
<p>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&amp;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 ahv 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.</p>			
<b><u>Engineer (Architectural), MLC-525, BWT 1-7:</u></b>			
<b><i>All training must be completed and regulatory requirements met prior to promotion.</i></b>			
<b>Basic Qualification Requirements:</b>			
1. Must have combination of education/license and experience as indicated below.			
<u>Education/License:</u>			
a. <u>Must be a college or university graduate with specialized education in engineering OR</u>			
b. Possess an official engineering license, e.g., <u>First or Second Kenchikushi (Architect/Civil Engineer 一級又は二級建築士免許)</u> , <u>Kenchiku Setsubishi (Mechanical/Electrical Engineer 建築設備士免許)</u> or <u>Gijutsushi (Consulting Engineer 技術士免許)</u> , etc.			
<b>AND</b>			
<u>Experience:</u>			
a. 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 <u>elementary</u> proficiency level - <u>LPL-1</u> .			
3. Must have a <u>valid GOJ driver's license (A/T limited is acceptable)</u> .			
4. General knowledge of office automation software such as Microsoft Excel, Word and PowerPoint - preparing, modifying, storing, retrieving, printing of electronic files.			
<b>Job Related Requirements:</b>			
1. May require some traveling to attend training, meetings or conference.			
2. May work outside of normal duty hours when requested/directed.			
<b>Work Schedule:</b> Mon-Fri (40 hours per week), 0730-1630 (Recess: 1130-1230)			
<b>Required document 必要書類:</b>			
<input checked="" type="checkbox"/> KADENA AB Form 1EJ, 20090413			
<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			
<input checked="" type="checkbox"/> 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)			