

KADENA CIVILIAN PERSONNEL FLIGHT

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

Vacancy Announcement No. (求人広告番号): **OC-21-05**

Opening Date:
発行日:

9 September 2021
令和 3 年 9 月 9 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 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 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： 沖縄県内すべての MLC/IHA/MC 従業員

Position Title/Series Grade/LPL	Firefighter - First Responder (Basic), MLC-3120, BWT 3-2, LPL: 2 (This position has promotion potential to Firefighter - First Responder (Advanced), MLC-3121, BWT 3-3, LPL: 3)		
Work Place	18 FSS/Det 1, OKUMA, Okuma Recreation Area	Number of position(s)	2
Summary of duties:			
<p>This position may be filled at BWT 3-3 grade level depending on the certification, qualification and training of the applicant. This position is a developmental position to Fire Fighter - First Responder (Advanced), MLC-3121. Performs as a basic Emergency Medical Technician (EMT) personnel by performing the less complex tasks in support of rescue operations in a defensive posture and the duties outlined in other fire fighter duties related Job Definitions. Work includes firefighting, rescue, emergency medical care, and efficient operation and maintenance of equipment. Performs as basic Emergency Medical Technician (EMT) personnel and performs the primary Emergency Medical Services (EMS) functions and assists medical provider. Performs basic medical care until the advance medical care arrives. Work includes administering first aid to injured victims and initial patient assessment by taking, recording and monitoring patient vital signs and obtaining background medical history. Controls hemorrhage, treats shock, immobilizes and or splints fractures, dislocations or breaks. Stabilizes and prepares patients for medical transport. Performs cardiopulmonary resuscitation (CPR) and uses fully automatic external defibrillators (AED). Responds to fire alarms and extinguish fires including structural, automotive, and petroleum fires and applies appropriate suppression agent. Lays and connects hose; holds nozzles and directs high pressure water streams, raises; climbs and works from ladders and uses or operates all equipment associated with the control and extinguishment of fire or other incidents. Searches for and rescues any potential victims. After confirming that human life is not endangered, works to extinguish the fire while stopping its spread. May ventilate the structure by cutting holes in the roof or breaking windows to reduce smoke and heat. Attempts to minimize damage to personal property from fire, water and smoke by using tarps and removing valuable items if possible. Work involves training for and participating in the protection of life and property by fire fighting, fire prevention, fire education, and rescue activities. Participates in drills, attends classroom training and studies techniques and knowledge pertaining to rescue operations, emergency medical treatment, and/or hazardous material activities. Maintains tools and equipment in good operating condition by cleaning, lubricating, and making minor adjustments and repairs. Uses and maintains care of emergency equipment; properly dispose of biohazardous material; and replaces medical and expendable supplies. Conducts fire code inspections, hydrant flow testing, and community presentations on fire prevention and other public safety issues. Performs other related or incidental duties as assigned.</p> <p><u>Firefighter - First Responder (Advanced), MLC-3121, BWT 3-3, LPL: 3</u> In addition to the basic qualification and minimum training requirements under Firefighter – First Responder (Basic), must have completed or acquired required certifications that are applicable to the duties assigned to the position. All training must be completed and regulatory requirements met prior to promotion.</p>			
See next page for qualification requirements			

Qualification Requirements:

1. Must be a high School graduate or equivalent.
2. Must have the following DoD certification: Fire Fighter I & II.
3. Must be able to acquire the following certifications that are applicable to the duties assigned to the position within one year of appointment and continually maintain them through classroom training or on the job training:
 - First Aid, Cardiopulmonary Resuscitation (CPR), and Automatic External Defibrillator (AED) Certification
 - Medical First Responder Certification
 - Hazardous Material Awareness Certification
 - Hazardous Material Operations Certification
4. Must possess a GOJ driver's license (Manual Transmission)(自動車運転免許—マニュアル車) and be able to obtain/maintain a US military driver's license.
5. Ability to speak, read and write English at average proficiency level: LPL-2 is required.
6. Must be able to pass a security background investigation.

Job Related Requirements:

1. Must take required immunizations for Tetanus and Hepatitis B Virus.
2. Must be in good physical condition to perform assigned duties.
3. Must work under all type of weather condition, hazardous environments and stressful work conditions.
4. Must meet applicable physical requirements.
5. Must be able to carry and lift 80 pounds of tools and equipment.
6. Must be able to pass Mask fit test to use of a respirator.
7. Must not have color blindness and/or weakness, and good depth perception IAW NFPA 1582.
8. No history of mental disease, person of strong physique for overcome with harsh conditions and strenuous training.
9. No acrophobia and claustrophobia (Acrophobia Test: Climb the ladder, Claustrophobic Test: Panic test in the confined space).
10. Fitness Test: Overhead press (30kg), Bench press (30kg), Run (4km), Grasping Power (30kg or more).
11. Must be able to work shift schedules to include weekends and holidays.
12. May have to work outside of normal duty hours if requested/directed.

Pre-Hire Medical Examination Is Required: (Applicant who is selected for this position must take/pass a Pre-Hire Medical Examination. Tentative job offer until the Pre-Hire Medical Examination is completed).

- a. Weight: More than 50kg with girth of abdomen not greater than measurement of chest at rest.
- b. Grasping power: More than 30kg.
- c. Blood pressure and cardiography test.
- d. Urinalysis.
- e. History of mental disorders.

Work Schedule: Mon-Sun (40 hours per week), 0900-1800 (1 hour recess)

Special Factor: 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 position is considered as emergency responder and critical to the mission. As such, the employee would be ineligible for recall to Japan Self Defense Force (JSDF) active duty.

Firefighter - First Responder (Advanced), MLC-3121, BWT 3-3, LPL: 3

1. Must be a high School graduate or equivalent.
2. Must have at least one year of experience equivalent to next lower grade level. Experience must demonstrate the particular knowledge, skills, and abilities required to perform successfully the duties of the position. Such duties may include: EMT operations and controlling hazardous materials incidents.
3. Must have the following DoD certification:
 - First Aid, Cardiopulmonary Resuscitation (CPR), and Automatic External Defibrillator (AED) Certification
 - Medical First Responder Certification
 - Emergency Medical Technician - Basic
 - Hazardous Material Awareness Certification
 - Hazardous Material Operations Certification
 - Hazardous Material – Technician Certification
 - Fire Fighter I & II
4. Must possess a GOJ driver's license (MT)(自動車運転免許—マニュアル車) and be able to obtain/maintain a US military driver's license.
5. Ability to speak, read and write English at fluent proficiency level: LPL-3 is required.
6. Must be able to pass a security background investigation.
7. Must meet physical requirements indicated under Job Related Requirements above.

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