



Kadena FSS Civilian Personnel

KADENA CIVILIAN PERSONNEL FLIGHT

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

Vacancy Announcement No. (求人広告番号): **OC-24-537**

Opening Date:
発行日:

26 September 2024
令和 6 年 9 月 26 日

Closing Date:
締切日

Open until filled
採用が決まるまで
Cut-Off Date: Every Wednesday
カットオフ日: 毎水曜日

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 Section. 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 "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. Only selectee will be notified by email or telephone from the Staffing section, Kadena Personnel Office. Please note that we will not notify those who did not pass the interview. Please visit our website to see pending selection.

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 <https://www.kadenafss.com/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。合格者のみ空軍人事課雇用担当から電子メールまたはお電話にて通知します。不合格の方への通知はいたしませんので、ご了承下さい。選考状況に関しましてはホームページをご確認ください。

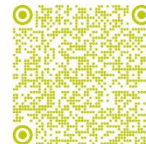
Contact information (問合わせ先):

Phone (電話番号): 632-7369

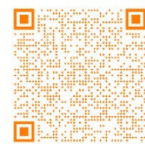
Email (メールアドレス): kadena.jnstaffing@us.af.mil



Application (KADENAAB1E.J)



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 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 |
|--|--|---|

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 |

対象者： 沖縄県内すべての MLC/IHA/MC 従業員

| | | | |
|--|---|------------------------------|---|
| Position Title/Series Grade/LPL | Engineering Technician (General), MLC-384, BWT 1-6, LPL: 3 (This is a Limited Term Employment Not to Exceed 20 April 2025) | | |
| Work Place | 718 CES/CENPD, Engineering Flight, Program Development, Kadena AB | Number of position(s) | 1 |
| Summary of duties: | | | |
| <p>Plans and programs project consistent with Base General Plan. Work involves planning and review of straight forward facility projects involving sustainment, renovation, and new construction. Typical projects cover roofing, pavement, fencing, painting, spall repair, and construction of small buildings. Performs non-professional engineering work in identification of requirements, programming, and project documentation. Determines requirements for new facilities, work classification, cost estimates, and prepares DD Form 1391s. 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. Ensures facility projects are executed within programming rules and budgetary constraints set by Department of Defense (DoD), 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. Assists in the creation and validation of use and base project lists based on database information. Programs engineering studies to define repair requirements for existing facilities to remain useful. These studies cover a wide field and require research and evaluation of technical data, development of briefing material, and preparation of recommendations to higher headquarters and other agencies. Acts as liaison between the 718 CES/CEN and 18 CES/CEOE Operations Engineering. Actively engages with 18 CES/CEOER in order to create accurate requirements for project work. Discusses and coordinates proposed new technologies with all of the design section, including architectural, mechanical, civil, and electrical sections. Monitors and ensures project compliance with health, safety, and environmental rules and procedures. Ensures federal and local codes concerning health, safety and the environment are strictly adhered to in the programming, design, and construction of real property facility projects. Ensure engineering, planning, environmental, communications, fire, airfield, force protection, and safety criteria are being met in executed projects. Assures discrepancies and/or inadequacies are corrected and project documents are revised accordingly. Performs other related or incidental duties as assigned.</p> | | | |
| Qualification Requirements: | | | |
| <p>In order to qualify for this position, your application must provide sufficient experience and/or education, knowledge, skills and abilities to perform the duties of the position.</p> <p>One (1) year of specialized experience that equipped the applicant with the knowledge of planning and reviewing facility projects involving sustainment, renovation, and new construction, using standard engineering principles, methods and practices, and the ability to solve engineering problems.</p> <p style="text-align: center;">OR</p> <p><u>Bachelor's degree in construction or engineering OR Technical certificate/license in construction or engineering (e.g., First or Second Class Architectural/Civil/Electrical Construction Management Engineer 1 級または 2 級建築/土木/電気施工管理技士, Second Class Architect Engineer 二級建築士免許, etc).</u> AND one year of specialized technical or administrative work experience in related fields.</p> <p style="text-align: center;">AND</p> <ol style="list-style-type: none"> 1. Ability to speak, read and write English <u>at fluent proficiency level</u>; LPL-3 is required. 2. Proficient in Arc Geographic Information Systems (GIS), Auto Computer Aided Design (CAD) and Microsoft Office software, is highly desired. 3. General knowledge of geospatial concepts and principles, and application of GIS technology. 4. Ability to relate GIS technology to professional and technical disciplines. 5. Ability to interpret engineering drawings, architectural plans and technical specifications. | | | |
| Job Requested Requirements: | | | |
| <ol style="list-style-type: none"> 1. May require some traveling to attend training, meetings or conference. 2. May work outside of normal duty hours if requested. | | | |
| Work Schedule: Mon-Fri (40 hours per week), 0730-1630 (Recess: 1130-1230) | | | |
| Required document 必要書類: | | | |
| <input checked="" type="checkbox"/> KADENA AB Form 1EJ, 20090413 <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) <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 | | | |