



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-26-015-Revised**

Opening Date: 19 February 2026
発行日: 令和 8 年 2 月 19 日

Closing Date/Time:
締切日・時間:

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

ATTENTION! USFJ Form 196aEJ, Personal History Statement 履歴書” has been revised. 2026 年 4 月 15 日より履歴書が新しくなりました。

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: Building 721-A (2nd floor), **Front Area**, Kadena Air Base
2. Box 2: Kadena Gate 1 Visitor Control Center, Building 31, Kadena Air Base

Required documents: **USFJ Form 196aEJ, 20260415 (EF) Personnel-History-Statement** 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 select “Download Original” for Form Field pdf.)

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、**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)、**フロントデスク前**
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: **USFJ Form 196aEJ, 20260415 (EF) Personnel-History-Statement-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可能 (PDF フォーム形式, “Original” を選択していただくと、タイプ入力可能な Form がダウンロードできます)。 <https://www.kadenafss.com/civilian-personnel-section>

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。応募の際は下線部の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や差し替えはいたしません。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。選考状況に關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):

Please visit “Applicant’s Guide” from <https://kadenafss.com/wp-content/uploads/2024/04/Applicants-Guide-202207.pdf>

Phone (電話番号): 632-7897

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



お問い合わせ前に QR Code から Applicant's Guide をご確認ください。

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

Attention Please! ご注意ください!

Application form has been updated.

Application form is available on 18th Force Support Squadron Home Page at below link or QR code. (Please select “Download Original” for Form Field pdf.)

履歴書(応募用紙)が新しくなりました。

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可能です。

(PDF フォーム形式 Original を選択していただくと、入力可能な Form がダウンロードできます)

18th Force Support Squadron Home Page ホームページ QR Code

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



Kadena FSS Civilian Forman xcl

Please refer to a sample of the form on the home page. ホームページの記入例をご参照ください。

16. WORK HISTORY 履歴			
LIST OF JOBS YOU HAVE HELD (STARTING FROM CURRENT JOB CHRONOLOGICALLY).			
IF ADDED	REQUIRED! Please specify your employment agreement [MLA (MLC) / IHA / MA (MC)]. 必須! 現職の雇用種類 [MLA (MLC) / IHA / MA (MC)]を必ず記載してください。		
JOB TITLE (IF USFJ EMPLOYEE, INCLUDE BWT AND GRADE) 職種 (現在日米軍従業員は、基本給表及び等級も記入)	Sales Clerk, IHA BWT 1-3 / 販売事務職		WORK HOURS/WEEK 週勤務時間 40hrs / 40時間
ORGANIZATION (COMPANY) NAME AND ADDRESS 部隊(会社)名及び所在地	18FSS/FSWT / 第18軍支援中隊 アーツアンドクラフト Kadena AB, Building 000 / 嘉手納基地 建物番号000		FROM (MMM/YYYY) より(月/年)西暦 Oct, 2025
<input type="checkbox"/> ARMY 陸 <input checked="" type="checkbox"/> AIR FORCE 空 <input type="checkbox"/> NAVY 海 <input type="checkbox"/> MARINE 海兵 <input type="checkbox"/> AAFES <input type="checkbox"/> OTHER, PRIVATE SECTOR ETC. / その他・民間企業など	<input type="checkbox"/> Permanent 常用/正社員 <input type="checkbox"/> Trial 試用 <input checked="" type="checkbox"/> Limited term (LTE) 限定 <input type="checkbox"/> Post-Retirement (PRE) 高齢 <input type="checkbox"/> Hourly Paid Temporary (HPT) 時給制 <input type="checkbox"/> NA 該当しない	FIXED TERM (LTE/HPT/PRE) NTE DATE 有期雇用(限定/高齢/時給制)の場合、雇用終了予定日 20260930	
			TO PRESENT 現在まで

対象者: 沖縄県内すべての MLC/IHA/MC 従業員

Position Title/Series Grade/LPL	Engineer (Mechanical), MLC-525, BWT 1-7, LPL: 4		
Work Place	18 CES/CEOER, Requirements and Optimization, Operations Flight, Kadena AB	Number of position(s)	1
<p>Summary of duties: Inspects, conducts studies, and evaluates reliability, flexibility and maintainability of existing HVAC systems utilizing professional knowledge to identify deficiencies for incorporation into the infrastructure maintenance plan. Interprets and adapts traditional methods and approaches to resolve equipment failure or unsatisfactory performance problems. Utilize asset management system, maintenance shop input, and other assets to maintain a sustainment list of facilities requiring HVAC system repair/replacement. Coordinates with using agencies, appropriate managers and staff elements. Conducts meetings and conferences with pertinent organizations to clarify scope of work and project requirements. Coordinates with other discipline engineers and architects and applies knowledge of other disciplines to determine coordination required to ensure all design considerations have been addressed. Prepares layout drawings, HVAC load calculations, material selection, cost estimations, design considerations and specifications for necessary for design and replacement and upgrades of HVAC equipment, and systems. Provides expertise in solving current job problems and/or in-shop planning on conventional repair and replacement projects. Performs work in construction management, design, and/or programming/base development functions. Reviews architect and engineer (A&E) contract and in-house designs for future construction/renovations/improvements to determine HVAC system compatibility, maintainability, and functionality. Ensures federal and Japanese codes concerning health, safety, and the environment are strictly adhered to in the programming, design, and construction of real property facilities. Drives a vehicle with a maximum load capacity of less than 2 tons to go to the site as required basis. Performs other related or incidental duties as assigned.</p>			
<p>Basic Qualification Requirements:</p> <p>1) Must meet criteria indicated below in section “a” OR “b”:</p> <p>a) <u>Education/License:</u></p> <p>i) <u>Must be a college or university graduate with specialized education in engineering OR</u></p> <p>ii) <u>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.</u></p> <p style="text-align: center;">AND</p> <p><u>Experience:</u> One year of specialized experience in mechanical engineering or in other related engineering fields, demonstrating the ability to:</p> <ul style="list-style-type: none"> • Apply fundamental and diversified professional engineering concepts, theories, and practices to engineering work for new construction, renovation, and improvement projects • Evaluate engineering problems and develop technical solutions. <p>b) <u>Education/License:</u></p> <p>i) <u>Must be a college or university graduate with specialized education in engineering OR</u></p> <p>ii) <u>Possess an official engineering license, e.g., First or Second Class Plumbing Construction Management Engineer (1級または2級管工事施工管理技士)</u></p> <p style="text-align: center;">AND</p> <p><u>Experience:</u> Five years of specialized experience as an HVAC technician, demonstrating the ability to:</p> <ul style="list-style-type: none"> • Apply fundamental and diversified HVAC concepts, theories, and practices for new construction, renovation, and improvement projects. • Develop technical solutions to engineering problems. <p>2) <u>Ability to speak, read, and write English at fluent proficiency level: LPL: 3 is required.</u></p> <p>3) <u>Must possess a valid GOJ vehicle driver’s license (普通自動車運転免許) and be able to drive a government owned vehicle.</u></p> <p>4) General knowledge of office automation software such as Microsoft Excel, Word and PowerPoint - preparing, modifying, storing, retrieving, printing of electronic files.</p> <p>Job Related Requirements:</p> <p>1. May require some traveling to attend training, meetings or conference.</p> <p>2. May work outside of normal duty hours when requested/directed.</p> <p>Work Schedule: Mon-Fri (40 hours per week), 0700-1600 (Recess: 1130-1230)</p>			
<p>Required document 必要書類: (下線の必要書類のみご提出ください)</p> <p><input checked="" type="checkbox"/> <u>USFJ Form196aEJ, 20260415(EF), Personal History Statement 履歴書</u></p> <p><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</p> <p><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)</p>			

