



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-26-196**

**Opening Date:**  
**発行日:**

**30 April 2026**  
**令和 8 年 4 月 30 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/DeCA/DoDEA/DLA-Disp/GSA/DMA** in Okinawa  
**空軍/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](mailto: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 <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>

# 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>



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 職歴		
LIST OF JOBS YOU HAVE HELD (STARTING FROM CURRENT JOB CHRONOLOGICALLY).		
IF ADDITIONAL EMPLOYMENT	<b>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。</b>	
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)	WORK HOURS/WEEK 週勤務時間	
Sales Clerk, IHA BWT 1-3 / 販売事務職	40hrs / 40時間	
ORGANIZATION (COMPANY) NAME AND ADDRESS 部隊(会社)名及び所在地	<input type="checkbox"/> Permanent 常用/正社員 <input type="checkbox"/> Trial 試用 <input 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"/> N/A 該当しない	FROM (MMM/YYYY) より(月/年) 西暦 Oct, 2025
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	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
<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		

**対象者： 沖縄県内すべての MLC/IHA/MC 従業員**

<b>Position Title/Series Grade/LD</b>	Service Worker, IHA-2116, BWT 2-2, LD: 1		
<b>Work Place</b>	18 FSS/DET 1, OKU, Okuma Recreation Facility	<b>Number of position(s)</b>	1
<b>Summary of Duties:</b>			
<p>Performs a variety of duties in an eating establishment. Clears dishes, spilled items, glasses and silverware from the table after diners are done eating/drinking. Scrapes dishes, separates silver, stacks dish and takes them in a tub or cart to the dishwashing area. Wipes the tabletop clean or replace table linens and resets the table as needed for the next diners. Returns condiments, candles, vases, etc., to its assigned position. Folds cloth napkins and lay tablecloths. Refills customers' water and/or orange juice. Restocks waiter station with water, bread and/or orange juice and cleaned dishes like plates, cups, glasses and utensils. Helps with carrying food out the dining room. Stocks pantries, bars, and refrigerators with drinks and food needed by bartenders and chefs. Assists in the operation of the kitchen. Operates, breaks down, and cleans all electrical equipment assigned to the area for food preparation. Cleans kitchen equipment such as worktables, sinks, and refrigerators. Washes dishes, pots and pans, kitchen utensils. Loads and dishwashers and silverware washing machines operate. Stores sanitized dishes, glasses, and silverware. Helps cooks in the preparation of food; sorts, washes, peels, and cuts fresh fruits and vegetables. For parties and special events, assists in food preparation. Washes table and chairs, and dusts dining room. Vacuums carpets and/or mops the dining room. Mops spills in the dining area or kitchen. Takes dirty linens to the laundry and may clean the restrooms. Empty trashcans, replace used garbage bags and take filled bags to the dumpster. Receives oral assignments of a repetitive nature from his/her immediate supervisor or a higher-grade employee. Performs other related or incidental duties as assigned.</p>			
<b>Basic Qualifications:</b>			
<p>Qualification requirements emphasize the quality of experience and training rather than the length of time. Applicants must have the knowledge, skills, and abilities required to successfully perform the full range of duties for this position. Experience should reflect sufficient scope, complexity, and responsibility to indicate the applicant can perform at the level expected.</p>			
<b>Knowledge, Skills and Abilities:</b> Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the following areas:			
<ol style="list-style-type: none"> <li>1. Must possess or be able to obtain Food Handler's certification.</li> <li>2. Good knowledge in use detergents used to clean dishes and dis washing machine operation.</li> <li>3. General knowledge of proper food-handling procedures.</li> <li>4. Ability to speak, read and write 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 pass Food Handler's Physical Exam (stool analysis) if required.</li> <li>2. Must be in good physical condition.</li> <li>3. Must be able to lift and carry items at least 50 lbs. (approx. 23kg).</li> <li>4. Must be able to work various schedules to include weekends and holidays.</li> <li>5. May have to work outside of regular shift work hours if directed/requested.</li> </ol>			
<b>Work Schedule:</b> Mon-Sun (40 hours per week), Shift: (1) 0800-1700, (2) 1200-2100, (3) 1230-2130 (4) 1300-2200, (5)1400-2300 (Recess: 1 hour)			
<b>Required document 必要書類:</b>			
<input checked="" type="checkbox"/> <b>USFJ Form196aEJ, 20260415(EF), Personal History Statement 履歴書</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)/certificate(s) 免許証・証明書等のコピー: As underlined above 上記下線部参照 <input type="checkbox"/> Notes for Applicants (Sales Volume Graded Positions) 説明事項(売上高による格付基準適用の職位) <b>* 下線の必要書類のみ提出してください</b>			