



Kadena FSS Civilian Personnel

KADENA CIVILIAN PERSONNEL FLIGHT

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

Vacancy Announcement No. (求人広告番号): P-26-179-17

Opening Date:

発行日:

30 April 2026

令和 8 年 4 月 30 日

Closing

Date/Time:

締切日・時間:

6 May 2026 / 16:30

令和 8 年 5 月 6 日

午後 4 時 30 分

Who May Apply (募集対象従業員):



MLC employees within 18th Communications Squadron.
18th Communications Squadron に所属する MLC 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 the instructions below carefully.

How to apply: Please submit your applications to Kadena Civilian Personnel Flight (CPF) Japanese Staffing Section **by the closing date and time indicated above**. Applications should be submitted via one of the following designated drop boxes:

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

Required documents: **USFJ Form196aEJ, 20260415(EF), Personal 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。

- 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**
- 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 Form196aEJ, 20260415(EF), Personal 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):

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>



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	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)	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
18FSS/FSWT / 第18軍支援中隊 アーツ アンド クラブ Kadena AB, Building 000 / 嘉手納基地 建物番号000	FROM (MM/YY) 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	TO PRESENT 現在まで
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	

対象者: 18th Communications Squadron に所属する MLC 従業員

Position Title/Series Grade/LPL	Accounting Technician, MLC-007, BWT 1-4, LPL: 2 (This is a Limited Term Employment Not to Exceed: 23 May 2027. The employment may be extended without further competition.)	
Work Place	18 CS/SCXP, Plans and Resources Flight, Kadena AB	Number of position(s) 1
<p>Summary of duties: Performs a full range of accounting technician duties related to direct pay, advanced pay, and reimbursable for telephone and internet and covering a variety of standardized and recurring accounting documents and transactions and some non-standardized transactions (i.e., classifying, maintaining, examining, and closing of accounts). Serves as a liaison between base activities and Defense Finance and Accounting Service (DFAS). Receives, reviews, and classifies a variety of standardized and recurring accounting documents/transactions and some non-standardized transactions in support of customer accounts. Independently processes recurring accounting documents and transactions that use different and unrelated processes, procedures, or methods based on general standing instructions regarding what needs to be done, applicable policies, data and information required, and priority of assignments and deadlines. Determines the accounts involved and the required debit and credit entries. Determines appropriate accounting transaction code and ensures that sufficient funds have been obligated and totals are correct. Communicates with submitting activity to resolve questions on data submitted. Reviews files to ensure actions meet suspense dates. Follows-up on unpaid telephone bills documents when suspense dates are exceeded. Solicits funding from direct pay, public customers and reimbursable customers for each fiscal year. Solicits additional funding from customers and returns funds to customers as needed. Reviews open MIPR and MORD documents on a quarterly basis to ensure funding can still be used and old documents can be closed. Provides financial management analyst with updates on reimbursements on a monthly basis. Creates and maintains agreements for each customer in a financial system, like DEAMS, to account for funding and bills against each agreement on a monthly basis. Projects, tasks, create expenditures and organizational accounts each fiscal year for reimbursable customers. Receives and breaks down invoices from vendors to bill customers for direct dial service, toll calls, and internet services. Prepares MORDs and payment packages to ensure vendors are paid each month, coordinates with financial analyst for all issues. Submits upgrades for accounts, schedule maintenance and services changes to 374th Contracting Squadron to coordinate with vendor. Serves as administrative assistant to unit resource advisor, assists with fiscal year planning and billing. Performs other related or incidental duties as assigned.</p>		
<p>Qualification Requirements: 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> <ol style="list-style-type: none"> 1. Specialized experience in clerical or administrative duties related to the position in the field such as cash handling, accounting, bookkeeping, business, finance, taxation, and purchasing OR <u>2-year college graduate</u> OR <u>completion of vocational/ technical schools in related fields.</u> 2. Ability to speak, read and write English at <u>average proficiency level</u>; LPL-2 is required. 3. Basic knowledge of accounting principles and practices, the financial data management, and reporting of financial data. 4. Ability to understand accounting procedures and accounting systems. 5. Good working knowledge of office automation software, such as Microsoft Word, Excel, PowerPoint, Outlook, and Adobe PDF. 6. Knowledge of grammar, spelling, capitalization, punctuation and general English terminology and abbreviations. <p>Job Related Requirement: May work outside of normal duty hours if requested. Work Schedules: Mon-Fri (40 hours per week), 0730-1630 (Recess 1130-1230)</p>		
<p>Required document 必要書類: <input checked="" type="checkbox"/> USFJ Form196aEJ, 20260415(EF), Personal History Statement 履歴書 <input checked="" 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 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>		