



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-26-220-16**

Opening Date:
発行日:

23 April 2026
令和 8 年 4 月 23 日

Closing
Date/Time:
締切日・時間:

29 April 2026 / 16:30
令和 8 年 4 月 29 日
午後 4 時 30 分

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 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:

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 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。

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

QR Code QR コード



Kadena FSS Civilian Personnel

対象者: 沖縄県内すべての MLC/IHA/MC 従業員

Position Title/Series Grade/LPL	Purchasing and Contract Specialist, MLC-415, BWT 1-6, LPL: 3		
Work Place	18 CONS/PKC, Infrastructure Flight, Kadena AB	Number of position(s)	1
<p>Summary of duties: Serves as a Purchasing and Contract Specialist and performs pre-award contractual functions for a variety of complex services/commodity/construction contracts, difficult to define scopes of work, complex legal conditions and environmental regulations, Status of Forces Agreement (SOFA) and rigid deadlines causing additional complications. Plans the overall approach to meet contracting program objectives for procuring a wide variety of requirements. Performs market research/analysis to determine availability of the requirement; analyzes market trends, commercial practices, conditions and technological advances and determines the sources to be solicited. Determines appropriate method of procurement using a wide range of contracting methods and contract types. Analyzes contracting issues and determines recommended course of action. Procures a wide variety of services, commodities, and/or construction. Applies all statutory requirements including regulations, policies, procedures, business and industry practices, market trends, Government Accountability Office (GAO) and Comptroller General decisions, public law, case law, SOFA and precedents to all acquisitions. Awards or recommends award in accordance with delegated authority. Prepares final contract to include appropriate standard clauses and special provision, final pricing and payment terms, and incentives. Executes post-award contract performance management actions on assigned contracts. Monitors and evaluates contractor performance for compliance with terms and conditions of contracts and ensures timely submission of technical progress reports and performance metrics. Prepares contract modifications, administrative change orders, and supporting documents for all contract actions including termination. Provides business advice and guidance to technical personnel and others on contracting work and prepares correspondence. Performs other related or incidental duties as assigned.</p>			
<p>Qualification Requirements: In order to qualify for this position, your application must provide sufficient education, experience, knowledge, skills and abilities to perform the duties of the position.</p> <ol style="list-style-type: none"> One year of specialized experience engaging in accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management, or in other related field AND Bachelor's Degree in any field; <p>OR</p> <p>* <u>One full academic year of graduate education in the related field.</u></p> <ol style="list-style-type: none"> Ability to speak, read and write English <u>at fluent proficiency level: LPL-3 is required.</u> Must have the knowledge of general office automation software, practices, and procedures to prepare various procurement documentations in Microsoft Outlook, Teams, Word, Excel, PowerPoint, or PDF. 			
<p>Job Related Requirements:</p> <ol style="list-style-type: none"> Ability to obtain a mandatory \$250K warrant within 24 months of employment. Leadership could require a \$4.9M contracting officer's warrant. Must be able to complete Back-to-Basics (BtB) contracting certification framework within 36 months after entrance on duty date, based on availability of courses. Must have ability to understand the Federal Acquisition Regulation (FAR), FAR supplements, and DoD Financial management regulations. Must possess working knowledge of both Simplified Acquisition Procedures and large complex contracts. Must be able to prepare, evaluate and negotiate the complex proposals (RFPs), and award the contracts IAW FAR, FAR supplements, and other pertinent regulations. Must have the skills to use contract writing or Standard Procurement System and Microsoft applications. Must have good people and communication skills to work as a team. May be required to travel TDY for training. May be required to work occasional overtime, especially at the end of the fiscal year. <p>Work Schedule: Mon-Fri, 40 hours per week, 0730-1630 (Recess: 1130-1230)</p>			
<p>Required document 必要書類:</p> <ul style="list-style-type: none"> <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/ certificate(s)・免許証・証明書等のコピー: As underlined above 上記下線部参照 <p>* Copy of transcript required. 成績証明書のコピー</p>			