



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-26-221-17

Opening Date:

発行日:

30 April 2026

令和 8 年 4 月 30 日

Closing

Date/Time:

締切日・時間:

13 May 2026 / 16:30

令和 8 年 5 月 13 日

午後 4 時 30 分

Who May Apply (募集対象従業員):

- MLC/IHA permanent employees within the organization.
募集組織内に所属する MLC/IHA 常用従業員
- 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 AD | 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 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 | 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/高給/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

| | | | |
|--|---|-----------------------|---|
| Position Title/Series Grade/LPL | Laundry and Dry-Cleaning Plant Supervisor, MLC-108, BWT 1-6, LPL: 3 | | |
| Work Place | 718 FSS/FSVA, Laundry Plant, Camp Kinser | Number of position(s) | 1 |
| Summary of duties: | | | |
| <p>Serves as the assistant manager and primary advisor to the laundry plant manager, providing both technical and administrative support to the planning, coordination, and accomplishment of laundry activities. Coordinates all functional area activities and plans for the daily, advanced, and emergency completion of work within the facility. Directs the activities foremen/employees typically engaged in budgeting, supply, warehouse, safety, production, information technology (IT), administrative support, and equipment specialization. Directs all internal actions and provides management oversight, policy direction, instruction, and guidance to a work force of approximately 130 personnel in an industrialized complex engaged in laundry, dry-cleaning, and related services. Oversees daily operations, assigned work requirements through foremen/employees to include explanation of functions, goals, and desired objectives. Studies internal laundry flow methods and procedures and develops new procedures with the objective of developing more efficient operations as necessary. Ensures laundry quality assurance standards are met through spot inspections, coaching, training, and management through all phases of the laundry operation. Enforces health, safety, and sanitation practices/procedures/regulations to maintain a safe and clean work environment. Assists in formulating short and long-range budgetary requirements based on current and projected laundry mission requirements, factoring supplies, services, and personnel needs. Reviews actual activity performance and investigates abnormal deviations. Interviews candidates for vacancies and recommends selections. Counsel employees on problems and adjusts informal complaints through discussions with employees and union representatives. Initiates proposals for formal disciplinary actions as needed. Identifies employees' training needs, and initiates recommendations to provide necessary training. Schedules and approves activity employees leave. Actively participates in the review and improvement of work methods, organizational features, job structuring, and promotion of the safety program. Monitors the activities warehousing to ensure the most cost effective and efficient organization possible. Coordinates physical security of the facility. Provides guidance and assistance in imminent or actual emergencies. Represents the plant manager as required for meetings with customers, headquarter elements, host installation officials, and local government committees. Performs other related or incidental duties as assigned.</p> | | | |
| Qualification Requirements: | | | |
| <ol style="list-style-type: none"> 1. Specialized experience in the laundry field OR <u>4-year college graduate in related fields such as business management, industrial management or industrial engineering, etc.</u> and experience in the related field. 2. <u>Ability to speak, read and write English at fluent proficiency level: LPL-3 is required.</u> 3. Ability to communicate well in both Japanese and English. 4. Minimum 3 years operations/management experience in laundry operations is highly desirable. 4. Ability to effectively communicate with high level of leadership as well as front line staff. 5. Excellent customer service skills and ability to communicate effectively with the client. 6. General knowledge of computers operation system is desirable. | | | |
| Job Related Requirement: Must be able to work outside of normal duty hours if required/directed. | | | |
| Special Factor: This position is designated as "Mission Essential" which requires incumbent to report to duty or continue performing duties during emergencies or exigent situations such as but not limited to natural disasters, adverse weather, terrorist activity, radioactive/poisonous gas release, outbreak of pandemic disease or other events that may present a danger to any USFJ facility, personnel or LN employees, or which require extraordinary USFJ assistance for relief measures. | | | |
| Work Schedule: Mon-Fri (40 hours per week), 0700-1545 (Recess: 1100-1145 or 1145-1230). * Occasionally work outside of the normal duty days. | | | |
| Required document(s) 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 | | | |