



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-26-356-16

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



対象者： 沖縄県内すべての MLC/IHA/MC 従業員

Position Title/Series Grade/LPL	Administrative Specialist, MLC-009, BWT 1-4, LPL: 2		
Work Place	718 CES/CEHSF, Furnishing Management Section, Chibana	Number of position(s)	1
Summary of duties:			
<p>Serves as one of the central points of contacts for the Government Housing Furnishings Management Operations. Provides customer service by explaining all facets of furnishings policies, procedures, to include self-help procedures, entitlements, authorizations, eligibility, loaner's responsibility for care and safe guard/keeping for all items placed in the custody and financial liability for loss and damaged, etc. Ensures eligibility and authorization for customers to be provided loaner government furnishings according to the established publications. Schedules customers within the automated database for government furnishing deliveries/pick-ups specifically related to loaner kits/restricted tour, damaged and repaired furnishings. Performs necessary research to resolve customers' problems in accordance with established procedures and guidelines. Notifies customers of resolution, referencing the applicable regulation or policy and obtains items or a substitute if available. Ensures inventories, reports and programs compliance with applicable publications, laws, policies and procedures. Performs document control work of transactions and maintains property accounts and records, completing individual transactions, screening reference files, conducting searches, monitoring loaner items, issues and distributing output files. Processes and edits issued/turned-in furnishings transactions ensuring compliance with agency and installation operation policies and procedures. Maintains and update furnishings inventory database by creating and uploading customer's account, conditions of items, types of items issued/turned-in, quantity of items issued/turned-in to keep track of active accounts and clear inactive accounts. Inventories and reports encompass and not limited to General Officer Quarters (GOQ), Drayage, Defense Logistics Agency (DLA) dispositions, furniture repair, self-help, Armed Forces Network Decoders and warehouse government furnishings. Investigates and reconciles discrepancies relating to actions, such as receipt control, inventory control, and inventory adjustments by searching different areas of the database to extract information and identify reason(s) for transaction errors and failures. Responsible for programs such as safety, Automated Data Processing Equipment (ADPE) accounts, Emergency Management, etc. Performs other related or incidental duties as assigned.</p>			
Qualification Requirements:			
<ol style="list-style-type: none"> 1. Experience in clerical or administrative duties OR <u>2-year college graduate</u> OR <u>completion of vocational/technical schools in related fields.</u> 2. <u>Ability to speak, read and write English at average proficiency level (LPL 2 is required).</u> 3. Must be able to communicate effectively in English and Japanese, both orally and in writing without assistance. 4. Good knowledge of grammar, spelling, capitalization, punctuation and general English terminology. 5. Must have good computer skills and knowledge of computer software; i.e., Microsoft Excel and Word. 			
Job Related Requirements:			
<ol style="list-style-type: none"> 1. Ability to work independently without supervision. 2. Must be able to lift up to 50lbs. 3. May have to work outside of normal duty hours when directed. 			
Work Schedule: Mon-Fri, 40 hours per week, 0730-1630 (Recess: 1130-1230)			
Required document 必要書類:			
<input checked="" type="checkbox"/> USFJ FORM 196aEJ, 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 ** 下線の必要書類のみ提出してください。			