



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-26-361-16

Opening Date: 23 April 2026
発行日: 令和 8 年 4 月 23 日

Closing Date/Time: 29 April 2026 / 16:30
締切日・時間: 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: 空軍/DHA/DeCA/DoDEA/DLA-Disp/GSA/DMA に所属する MLC/IHA 従業員

Position Title/Series Grade/LPL	Administrative Specialist, MLC-009, BWT 1-4, LPL: 2		
Work Place	718 CES/CEIE, Installation Management Flight, Environmental Office, Kadena AB	Number of position(s)	1
<p>Summary of duties: Directly responsible to the Environmental Chief to serve as the central source of information for a wide range of administrative functions. Formulates internal administrative controls and provides administrative assistance for US Civil Service, Japanese National (JN), and staff contractor employees. Prepares a variety of documents that are administrative or technical in nature, such as letters, memorandums, and meeting minutes. Reviews correspondence prepared for signature for correctness and conformance with USAF writing guide and applicable Kadena AB policies. Prepares Temporary Duty (TDY) authorizations for the Environmental Chief and JN employees. Schedules and coordinates the industrial occupational health and safety inspections for the JN employees. Receives and processes visit, meeting, and survey requests for Government of Japan (GOJ) agencies. Independently corresponds and coordinates, verbally and in writing, with US Government (USG) and GOJ offices, developing documents and emails as required. Advises the Environmental Chief on potential issues and may attend various lower-level meetings with GOJ officials as directed. Takes corrective action when problems arise and/or provide recommendations to management as necessary. Escorts Japanese-speaking visitors during installation visits. Provide some non-technical interpretation and translation from English to Japanese and vice versa. Maintains and consolidates timesheets for both for US Civil Service and JN employees. Maintains and manages two (2) government purchase cards (GPC). Primary GPC holder for Environmental Compliance and secondary GPC holder for the Qualified Recycling Program (QRP). Consolidates daily and monthly GPC log sheets and statements. Maintains and manages personnel files to include in-processing of new US Civil Service and JN employees. Processes the documents necessary for new employees to obtain installation access, CAC, and NIPR access. Reviews and processes the documents necessary for contractors, vendors, and local Japanese government officials to gain access to the installation. Main POC for Unit Record Manager for all documents required by CEIE to maintain within Air Force Records Information Management System (AFRIMS) and Kadena's Electronic Records Management (ERM) Drive. 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 work OR <u>2-year college graduate</u> OR <u>completion of vocational/technical school in related fields</u>. 2. Ability to speak, read and write English at <u>average proficiency level; LPL-2 is required</u>. However, a comprehensive command of both spoken and written English is desired. 3. Ability to interpret/translate from English to Japanese and vice versa. 4. Must be comfortable speaking and writing in both English and Japanese languages. 5. Ability to use office automation software such as Microsoft Outlook, Word, Excel, and PowerPoint. 6. Good knowledge of grammar, spelling, capitalization, punctuation, and general English terminology. <p>Job Related Requirement: May have to work outside of normal duty hours if requested. Work Schedule: Mon-Fri (40 hours per week), 0730-15630 (Recess: 1130-1230)</p>			
<p>Required document 必要書類:</p> <ul style="list-style-type: none"> <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 			