



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-26-363-16**

**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](mailto: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 <sup>st</sup>
3 (Fluent)	730 – 859	76 – 85	90 – 100	550 – 599	210 – 249	80 – 99	870 –	Pre-1 <sup>st</sup>
2 (Average)	550 – 729	66 – 75	75 – 89	460 – 549	140 – 209	50 – 79	560 – 869	2 <sup>nd</sup>
1 (Elementary)	400 – 549	51 – 65	65 – 74	430 – 459	120 – 139	40 – 49	475 – 559	Pre-2 <sup>nd</sup>
PRE-1 (Minimal)	350 – 399	NA	40 – 64	NA	NA	NA	NA	3 <sup>rd</sup>

**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

<b>Position Title/Series Grade/LD</b>	MWR Program Aid, IHA-224, BWT 1-3, LD: 2		
<b>Work Place</b>	18 FSS/FSWP, Schilling Community Center, Kadena AB	<b>Number of position(s)</b>	1
<b>Summary of duties:</b>			
<p>Performs the routine daily clerical work to assist the recreation leader/manager for the daily operations of recreational facilities. Greets customers and provides facility rules and information for the assigned recreational activities. Demonstrates use of materials and equipment. Sets up recreation areas for scheduled activities as well as making arrangements for equipment or tools. Decorates recreation centers for special events and activities. Ensures compliance with customer check-in/check-out procedures. Informs supervisor of customer requests, suggestions and/or program changes and developments. Ensure all rental equipment is clean and in good working condition. Collects fees and changes in accordance with established cash handling procedures, accounting for all monies and receipts. Takes reservations and payments for events such as a sport tournament for tennis, soccer, volleyball, etc. Completes daily activity reports to include incident reports and records of attendance. Notifies participants of schedule changes. Answers inquiries about rules, regulations, time, place, and reservation procedures. Provides assistance in consolidating daily revenue in the facility. Performs the facility checks of areas assigned in accordance with established safety procedures. Organizes the sets up the equipment that is used at the recreational facilities. May perform minor facility repairs such as changing light bulbs, light painting, as required. Inventories authorized recreation supplies and equipment issued and resale items during the shift hours. Event Ground set up to include setting up canopies, stage, and other equipment used. Event Ground clean-up including trash removal; break- breakdown of canopies, stage, and other equipment used in support of Special Events. Performs other related or incidental duties as assigned.</p>			
<b>Qualification Requirements:</b>			
<ol style="list-style-type: none"> <li>1. General work experience OR high school graduate or equivalent.</li> <li>2. Ability to speak, read and write English at average proficiency level (LD: 2).</li> <li>3. Ability to explain facility rules and procedures in English to customers is highly desirable.</li> <li>4. Basic knowledge of cash handling is highly desirable.</li> <li>5. Excellent interpersonal and customer service skills are required for effective interaction with customers, co-workers, and supervisors.</li> <li>6. Must be able to enforce safety standards for customers.</li> </ol>			
<b>Job Related Requirements:</b>			
<ol style="list-style-type: none"> <li>1. Must be able to lift and carry items up to 50 pounds (approx. 23 kg).</li> <li>2. Must be able to work rotating shift schedules including weekends and holidays.</li> <li>3. May have to work outside of regular shift hours if requested, especially during special events to support programs.</li> </ol>			
<b>Work Schedule:</b> Mon-Sun (40 hours per week). (1) 0630-1530 (Recess 1130-1230), (2) 0800-1700 (Recess 1300-1400), (3) 1030-1930 (Recess 1500-1600)			
<b>Required document 必要書類:</b>			
<input checked="" type="checkbox"/> <b>USFJ FORM 196aEJ, 20260415 (EF), Personal History Statement 履歴書</b> <input 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 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			