



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-26-365-16**

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	Commissary Worker, MLC-2376, BWT 2-3, LPL: 0		
Work Place	DeCA, Camp Kinser Commissary, Grocery Department, Camp Kinser	Number of position(s)	1
Summary of duties:			
<p>Performs a broad range of standard receiving assignments at Defense Commissary Agency. Unloads trucks or obtains produce, groceries and household supplies in bulk from storage areas, checks them for quantity and quality; opens, unpacks, segregates and stores them at the designated storage areas. Verifies shipments by checking shipping documents. Matches specific item identification by name, stock number, letter, code, quantity, or unit of issue on containers. Reports tampered or broken seals on containers or damaged or deteriorating incoming shipments to supervisor. Retrieve carts from the parking lot. Ensures adequate quantities of products are available on shelves and in display areas in order to meet patron demands and enhance their shopping experience with a positive impact on sales growth. Ensures proper stock rotation when restocking shelves, bins, counters, and other source areas at management's request. Monitors dated materials during restocking to ensure product is within code. Conducts periodic inventories by counting and recording items by type, quantity, condition, etc. Counts and reports quantities and nomenclature of items for replenishment requisitions to the supervisor. Evaluates stock levels of all categories, to include special orders, through a physical review of the storage and display locations. Adjusts calculated orders when insufficient or excessive quantities are projected on orders. Performs material handling duties including the use of tools such as manual and electronic pallet jack equipment to unload and move merchandise from the truck or van in a safe manner, utilizing safety practices and procedures, and complying with established safety rules and regulations. Performs clean-up duties. Uses and assures proper fit of required safety equipment and clothing. Retrieves and reviews CLICK2GO online orders from customers via desktop computer or mobile device. Performs other related or incidental duties as assigned.</p>			
Basic Qualifications:			
<p>Qualification requirements emphasize the quality of experience and training rather than the length of time. Applicants must have the knowledge, skills, and abilities required to successfully perform the full range of duties for this position. Experience should reflect sufficient scope, complexity, and responsibility to indicate the applicant can perform at the level expected.</p>			
KNOWLEDGE, SKILLS AND ABILITIES: Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the following areas:			
<ol style="list-style-type: none"> 1. General knowledge of warehouse procedures. 2. General knowledge of cash handling is desirable. 3. No Language Proficiency required (LPL-0); however, good understanding of English speaking, reading and writing is desired. 4. Must have good communication skills and be able to work as a member of a team. 			
Job Related Requirements:			
<ol style="list-style-type: none"> 1. Must be in good physical condition. 2. Must be able to lift and carry merchandise weighing up to 30 pounds (approx. 14 kg) for bagging purchased items and assisting customers. 3. May be required to work in the freezer at a temperature of ten degrees centigrade below zero or lower. 4. Must be able to work on rotating work shifts to include nights, weekends and holidays. 5. May work outside of normal duty hours when requested/directed. 			
Work Schedule: Mon-Sun (40 hours per week), (1) 0700-1600, (2) 0800-1700, (3) 0900-1800, (4) 1000-1900, (5) 1500-2400, (6) 1530-0030, (7) 1600-0100, (8) 1630-0130, (9) 1700-0200, (10) 1800-0300 (Recess: 1 hour)			
Required document 必要書類:			
<input checked="" type="checkbox"/> USFJ FORM 196aEJ, 20260415 (EF), Personal History Statement 履歴書 <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			