



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-26-377-17

Opening Date:
発行日:

30 April 2026
令和 8 年 4 月 30 日

Closing Date/Time:
締切日・時間:

6 May 2026 / 16:30
令和 8 年 5 月 6 日
午後 4 時 30 分

Who May Apply (募集対象従業員):

- MLLC permanent employees within DHA serviced by Kadena CPO
嘉手納人事部管轄の DHA 内に所属する MLC 常用従業員
- MLC/IHA LTE 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 期間限定従業員
- MLC/IHA/MC LTE 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 期間限定従業員

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>



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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)	Sales Clerk, IHA BWT 1-3 / 販売事務職		WORK HOURS/WEEK 週勤務時間 40hrs / 40時間
ORGANIZATION (COMPANY) NAME AND ADDRESS 部隊(会社)名及び所在地	18FSS/FSWT / 第18軍支援中隊 アーツ アンド クラブ Kadena AB, Building 000 / 嘉手納基地 建物番号000		<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
<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	FIXED TERM (LTE/HPT/PRE) NTE DATE 有期雇用 (限定/高齢/時給制) の場合、雇用終了予定日 20260930		TO PRESENT 現在まで

Eligible to Apply: LTE employees. Permanent DHA MLC employees serviced by Kadena CPO (Detail or Temporary Promotion action shall be applicable)

対象者： 沖縄県内すべての MLC/IHA/MC 期間限定従業員。嘉手納人事部管轄の DHA 常用従業員は派遣、或いは一時昇格の人事措置可能

<p>Position Title/Series Grade/LD</p>	<p>Administrative Specialist, MLC-10, BWT 1-5, LPL: 3 (This is a Limited Term Employment for 1 year. The employment may be extended for another year, a total of 2 years)</p>		
<p>Work Place</p>	<p>DHA, 18 MDS/SGSM, Facility Operation Management, Kadena AB</p>	<p>Number of position(s)</p>	<p>1</p>
<p>Summary of duties: Serves as Assistant Facility Administrator for DHA, 18th Medical Group (MDG) campus and supports outside agencies on all matters pertaining to 18 MDG facility operations, to include, support facilities, highly complex building systems such as elevators; emergency power systems; piped medical gas systems; compressed medical gas storage; centrally controlled HVAC requirements; specialized fire suppression systems; specialized security systems; utility systems; multiple specialized laboratories; and hyperbaric chamber. Develops and submits complete Sustainment, Restoration and Modernization (SRM) & Military Construction (MILCON) packages to Base Civil Engineering, Major Command (MAJCOM) and Air Force Medical Support Agency (AFMSA) for approval/funding. Prepares, updates, and coordinates all official documents such as designation letters, policy letters, waivers, memorandums, instructions, administrative procedures, management plans and manages outgoing/incoming correspondence. Plans, coordinates, schedules, and conducts inspection of Maintenance, Custodial, and Medical Waste Disposal service contracts at all clinical facilities. Monitors management, accounting, and maintenance of repairable government-furnished equipment and supplies. Reviews and approves the purchase of any contractor-proposed materials, consumables, or supplies. Initiates Performance Evaluation and Deficiency Reports each month documenting contractor performance. Provides orientation training (fire prevention, ground safety, etc.) for all contract personnel. Serves as MDG Safety Officer, Risk Manager, Resource Protection (RP)/Security Program Manager and Unit Environment Coordinator ensuring the MDG adheres to all governing standards. Assists to develop and inspect all SRM projects pertaining to RP/Security and Force Protection/Anti-Terrorism. Performs other related or incidental duties as assigned.</p>			
<p>Qualifications Requirements:</p> <ol style="list-style-type: none"> Specialized experience in work related to the position to be filled OR <u>Bachelor's Degree</u> majoring in related <u>fields</u> (engineering, industrial arts, property management or business administration, etc.) Knowledge of HVAC, mechanical, electrical repair, or total building systems as well as maintenance, construction, or contracts. Knowledge of office management procedures and practices to include effective use of Microsoft Office Suite. Skill in organizing and delivering briefings for various meetings in English. Ability to speak, read and write English at <u>fluent proficiency level</u>; LPL-3 is required. Ability to express oneself both orally and in writing demonstrating competency in the English language. Ability to work and interact effectively with others; tact and the ability to obtain cooperation in performing official duties. Ability to oversee utility systems, buildings, equipment, plans, and grounds for effective and economical operation. Ability to recognize deficiencies in plants or systems and to affix priority for improvement. Ability to make recommendations for alterations in buildings for better space utilization. 			
<p>Job Related Requirements:</p> <ol style="list-style-type: none"> Must complete and receive documented verification of required immunizations: Measles, Mumps, Rubella and Varicella and annual Influenza. Chest X-Ray is required. Immunization against influenza shall be implemented if there is an indication of epidemics in the vicinity of the worksites. May work outside of normal duty hours if requested. 			
<p>Work Schedule: Mon-Fri, 40 hours per week, 0730-1630 (Recess 1130-1230)</p>			
<p>Required document 必要書類:</p> <ul style="list-style-type: none"> <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) 免許証等のコピー: As underlined above 上記下線部参照 * 下線の必要書類のみ提出 			