



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-26-426-21**

Opening Date:
発行日:

28 May 2026
令和 8 年 5 月 28 日

Closing Date/Time:
締切日・時間:

3 June 2026 / 16:30
令和 8 年 6 月 3 日
午後 4 時 30 分

Who May Apply (募集対象従業員):

- MLA/IHA employees within the organization.
募集組織内に所属する MLA/IHA 従業員
- MLA/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
- MLA/IHA/MA employees of **Army / Marine Corps / Navy / AAFES** in Okinawa.
陸軍 / 海兵隊 / 海軍 / AAFES に所属する MLA/IHA/MA 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 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 refer to “SAMPLE-196aEJ(AF)20260422” on the FSS website. Should you have any further questions, please contact us.
Phone (電話番号): 632-7897
Email (メールアドレス): kadena.jnstaffing@us.af.mil

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>



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 ADDED	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)	WORK HOURS/WEEK 週勤務時間
Sales Clerk (IHA) BWT 1-3 / 販売事務職	40hrs / 40時間
ORGANIZATION (COMPANY) NAME AND ADDRESS 部隊(会社)名及び所在地	<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"/> N/A 該当しない
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	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	TO PRESENT 現在まで
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	

対象者： 沖縄県内すべての MLA/IHA/MA 従業員

Position Title/Series Grade/LPL	Storekeeping Clerk, MLA-392, BWT 1-3, LPL: 2		
Work Place	718 FSS/FSVF, Food Service, Kadena AB	Number of position(s)	1
Summary of duties:			
<p>Must follow 28-day menu cycle. Ensure production log updated 7-14 days before ordering and planned replacements items to avoid frequent last-minute substitutions. Ensure to complete orders 48 hours prior to scheduled delivery from the Prime Vendor/DSO. Before finalize order, ensure facility manager review for confirmation. Ensure subsistence come from approved source (AFI 45-116, Chap 1, para 1.2 and 1.4). Follow the Receiving and Storage Standards as outlined in the Golden Eagle Standards. Using prime vendor's receipt the receive orders. Follow guideline according to latest Food Code Regulation. Ensure storeroom kept secure and only authorized personnel may entre during and off duty hours. Ensure refrigerator and freezer have an accurate thermometer and is properly located for easy viewing. Cleans equipment, storage areas, walls and ceilings, floors, worktables, walk-in refrigerators, and duckboards. Sweeps, mops, and scrub refer and freezer floors. Dispose garbage and trash. Follow 1977/2001 USDA Food code guidelines, practice Hazardous Analyses Critical Control Point (HACCP) procedures during production. Report the health status of the employees when injured or sick. Management must be notified if the staff has Salmonella Typhus, Shield, Escherichia Coli, Hepatitis A, abdominal cramps or discomfort, diarrhea, fever, loss of appetite for three or more consecutive days, vomiting, jaundice, and open or draining wounds. Performs other related or incidental duties as assigned.</p>			
Qualification Requirements:			
<ol style="list-style-type: none"> 1. General work experience OR high school graduate or equivalent. 2. Must possess a valid <u>GOJ driver's license (自動車運転免許)</u> and be able to drive a government owned vehicle. 3. <u>Ability to speak, read and write English at average proficiency level: LPL 2 is required.</u> 4. General knowledge of Microsoft Office automation software; preparing, storing, retrieving and printing of electronic files. (i.e. Word, Excel, PowerPoint, Outlook, SharePoint, etc.) 			
Job Related Requirement:			
<ol style="list-style-type: none"> 1. Must be in good health condition and able to lift and carry up to 50 pounds (約 23kg). 2. May have to work outside of normal duty hours if directed. 			
Work Schedule: Mon-Sun, (40 hours per week), (1) 0400-1300; (2) 0430-1330; (3) 0500-1400; (4) 0600-1500; (5) 0730-1630; (6) 0800-1700; (7) 0900-1800; (8) 1030-1930; (9) 1100-2000; (10) 1300-2200; (11)1630-0130; (12) 1700-0200; (13) 1800-0300 (Recess: 1 hour)			
Required document 必要書類:			
<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: <u>As underlined above.</u> 上記下線部参照 下線の必要書類のみご提出ください。			