



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-26-416-22

Opening Date:
発行日:

4 June 2026
令和 8 年 6 月 4 日

Closing Date/Time:
締切日・時間:

10 June 2026 / 16:30
令和 8 年 6 月 10 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 MLA/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 ADJ	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	Guard, MLA-3001, BWT 3-2, LPL: 1		
Work Place	18 FSS/DET1, OKU, Okuma Recreation Facility	Number of position(s)	1
<p>Summary of duties: Under supervision of a US military or Japanese guard supervisor, serves in a desk sergeant capacity performing such duties as receiving and answering telephone calls at the desk from civilian guards on post and relaying messages to the personnel concerned. Relays instructions and orders from the supervisor and the military police desk sergeant to guards on duty. Informs the supervisor or the military police desk sergeant of all important calls received. Assists the military police desk sergeant in handling routine matters involved in civilian guard activities as required and may act as interpreter between military police personnel and Japanese personnel in case of occurrence of incidents. Stands guard at designated entrance/exit gates and controls traffic of military and civilian personnel and vehicles entering and leaving USFJ facilities. Checks such documents as personnel badges and passes, property removal authorizations granting or denying entrance or exit as indicated. Ascertain destination of visitors as required, makes appropriate telephone clearances and provides instructions for reaching organizations and personnel. Issues visitors permits after obtaining clearance from individual or organization involved. As required maintain logs and other records to identify persons, vehicles and property entering or leaving the facility and may be required to check personnel, parcels or vehicles to prevent unauthorized removal of property. Patrols assigned areas, involving such work sites as buildings, billets, housing areas, shops, storage and other operational areas to guard against unauthorized entry and to detect such conditions as fire, unlocked entryways, equipment left in operation and other similar disorders. Performs armed sentry or patrol guard duty by operating an assigned motor vehicle in order regularly to patrol areas requiring special security and patrol measures to prevent occurrence of accidents or property damage at facilities and areas, to detect and prevent illegal intrusion, violation of regulations and property damage. Attends small arms (i.e.M18) weapons firing classes to maintain proficiency/qualification. Stands daily guard-mount and weapons inspections. Provides leadership and guidance for all MLA patrolman and subordinate guards. Assists in scheduling post assignments, scheduling leaves and transmitting special orders and directives from higher authorities. Performs other related or incidental duties as assigned.</p>			
<p>Qualification Requirements:</p> <ol style="list-style-type: none"> 1. High school graduate or equivalent desired. 2. Work experience directly related to sentry duty in armed forces or police department OR two-year work experience as a guard in other organization/office settings. 3. Ability to speak/read/write <u>English at elementary proficiency level: LPL-1 is required</u>. However, a professional working proficiency level of English is desired. 4. Must possess a <u>valid GOJ vehicle driver's license (普通自動車運転免許)</u> and be able to obtain/maintain a US military driver's license. 			
<p>Job Related Requirements:</p> <ol style="list-style-type: none"> 1. No record of conviction for civilian offense other than minor traffic violations. 2. Must be physically and mentally capable of maintaining a high standard of duty performance. 3. Must complete appropriate training/courses as directed. 4. Duties require understanding of and ability to follow routine security procedures. 5. Must attend small arms (i.e. M18) weapons firing classes to maintain proficiency/qualification. 6. Duties require satisfactory completion of appropriate training in use of certain firearms as required, and the carrying of such arms while assigned to certain duty stations authorized by the respective authorities. 7. Duties require individual to be certified in one of the following less than lethal equipment (Taser and/or Oleoresin Capsicum (OC) spray) within 30 days after entrance on duty date. (NOTE: Individuals are not required to be "Tasered" when certifying on Taser) 8. Must be able to wear protective equipment weighing less than 15 lbs/6.8 kg for the duration of the duty and/or as directed (NOTE: Protective equipment consists of Kevlar helmet and Kevlar body armor). 9. Must be able to work weekends, holidays, any shifts (days/nights). 10. May have to work outside of regular shift hours if requested. 			
<p>Special Factor: This position is designated as Mission Essential which requires incumbent to report to duty or continue performing duties during emergencies or exigent situations such as but not limited to natural disasters, adverse weather, terrorist activity, radioactive/poisonous gas release, outbreak of pandemic disease or other events that may present a danger to any USFJ facility, personnel or LN employees, or which require extraordinary USFJ assistance for relief measures. Incumbent in security guard is considered as emergency responders and critical to the mission. As such, the employee would be ineligible for recall to Japan Self Defense Force (JSDF) active duty.</p>			
<p>Work Schedule: Mon-Sun (40 hours per week) 8-hour shift: 0600-1445, 1400-2245, 2200-0645 (Recess: 45 minutes) 10-hour shift: 0600-1700, 1400-0100, 1600-0300, 2000-0700 (Recess: 1 hour) 12-hour shift: 0600-1900, 1800-0700 (Recess: 1 hour) NOTE: Work hours vary based on manpower and mission requirements.</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 			