



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-26-425-22

**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 permanent employees within 18 FSS/FSR  
18 FSS/FSR 内に所属する MLA 常用従業員
- MLA/IHA LTE 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 限定期間従業員
- MLA/IHA/MA LTE/HPT 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 限定期間・時給制臨時従業員

**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](mailto: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<br>Prior to 8 Feb 16 | ALCPT<br>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 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   | <b>REQUIRED! Please specify your employment agreement [ MLA (MLC) / IHA / MA (MC) ].</b><br><b>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。</b>   |
| 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<br><input checked="" type="checkbox"/> Limited term (LTE) 限定 <input type="checkbox"/> Post-Retirement (PRE) 高齢<br><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<br>Kadena AB, Building 000 / 嘉手納基地 建物番号000   | FROM (MMM/YYYY)<br>より(月/年) 西暦<br>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<br><input type="checkbox"/> OTHER - PRIVATE SECTOR ETC. / その他・民間企業など | TO PRESENT<br>現在まで  |
| FIXED TERM (LTE/HPT/PRE) NTE DATE<br>有期雇用 (限定/高齢/時給制) の場合、雇用終了予定日<br>20260930  |   |

**対象者： 18 FSS/FSR 内に所属する MLA 常用従業員および  
沖縄県内すべての MLA/IHA/MA 限定期間・時給制臨時従業員**

|  |  |                              |   |
|--|--|------------------------------|---|
| <b>Position Title/Series Grade/LPL</b>   | Heavy Vehicle Driver, MLA-2136, BWT 2-6, LPL: 1<br>(This is a Limited Term Employment Not to Exceed: 29 Apr 2027. The employment may be extended without further competition.) |                              |   |
| <b>Work Place</b>  | 18 FSS/FSRLV, Resource Management, Logistics, Kadena AB  | <b>Number of position(s)</b> | 1 |
| <b>Summary of duties:</b><br>Safely operates and maintains heavy vehicles to support the efficient transportation of personnel, equipment, and materials. Ensures compliance with all regulatory requirements, performs thorough inspections and routine maintenance, manages cargo handling and documentation, and upholds high standards of safety, accountability, and operational readiness. Performs tasks and provides services to support the flight's goals, overall mission plans, and objectives as directed. Operates heavy automotive vehicles such as buses including school buses, and trucks 4-ton, or more but less than 10-ton capacity. Conducts pre-trip inspections, including fluid levels, tires, lights, and safety equipment. Verifies vehicle documentation, permits, and load information before departure. Safely operates heavy vehicles in accordance with local, state, and federal regulations. Follows designated routes, schedules, and delivery timelines. Performs post-trip inspections and report any defects or maintenance needs. Maintains accurate trip logs, delivery records, and inspection reports. Communicates delays, route changes, or issues to dispatch or supervisors. Provides customer service during pickups and deliveries when required. Ensures proper loading, securing, and balancing of cargo to prevent shifting or damage. Verifies load manifests and ensures compliance with weight limits. Operates loading/unloading equipment when required. Maintains chain-of-custody documentation for transported materials. Assists with logistics operations or warehouse asset relocation when needed. Adheres to all safety protocols, traffic laws, and company policies. Uses required PPE and follow hazard-mitigation procedures. Reports accidents, incidents, or near-misses immediately. Maintains up-to-date certifications and training. Participates in safety briefings and vehicle-specific training. Performs other related or incidental duties as assigned. |  |                              |   |
| <b>Basic Qualifications:</b><br>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.<br><b>Knowledge, Skills and Abilities:</b> Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the following areas:<br><ol style="list-style-type: none"> <li>1. Quality of experience in the same line of work (experience in the related field).</li> <li>2. Must possess a valid GOJ heavy vehicle driver's license (大型自動車運転免許)</li> <li>3. Must possess a valid GOJ Forklift license – more than one ton (フォークリフト運転技能講習修了証-1t 以上)</li> <li>4. Ability to speak, read and write English at elementary proficiency level: LPL-1 is required.</li> </ol> <b>Job Related Requirements:</b><br><ol style="list-style-type: none"> <li>1. May work some weekend shifts as required.</li> <li>2. May have to work outside of normal duty hours if requested.</li> </ol> <b>Work Schedule:</b> Mon-Fri, 40 hours per week, 0730-1630 (Recess: 1130-1230) Possible weekend work shifting off days to weekdays periodically.  |  |                              |   |
| <b>Required document 必要書類:</b><br><input checked="" type="checkbox"/> USFJ Form 196aEJ, 20260415(EF), Personal History Statement 履歴書<br><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)<br><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  |  |                              |   |