



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-26-435-22**

**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 DeCA Foster  
DeCA Foster 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 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 <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> <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 <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: DeCA Foster 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>	Sales Checker, MLA-192, BWT 1-3, LPL: 1 (This is a Limited Term Employment Not to Exceed: 21 Apr 2027. The employment may be extended without further competition.)		
<b>Work Place</b>	DeCA, Foster Commissary, Camp Foster	<b>Number of position(s)</b>	1
<b>Summary of duties:</b>			
<p>Performs full range of an electronic checkout- Commissary Advanced Resale Transaction System (CARTS) requirement, makes change, and verifies change fund and amount of currency received during an assigned shift. Operates a cash register/scanning system to record unit prices, ensuring proper accounts (Grocery, Meat, Produce, and sensitive accounts such as health and beauty aids) purchase totals, surcharge, and correct change due. Receives cash, checks, credit, debit, WIC draft, traveler checks, or other negotiable instruments in payment of services according to established procedures. Enters coupons verifying expiration date and purchase of required item. Reviews all negotiable instruments for completeness and ensures all necessary documents are secured. Oversees the self-check-out registers by assisting customers in the correct processing of their purchases. Performs as an ID checker, answers telephone calls, utilizes public intercom, and tactfully responds to patron inquiries in a friendly manner. Bags items, hands out flyers and/or coupons and assists patrons in the correct processing of their orders. Assists in the restocking of shelves, the taking of periodic inventories. Assists with cash cage operations in preparing or verifying balance of cash tills, self-checkouts (SCOs) and vault. Safeguards the work area. Follows established security procedures to safeguard cash and financial instruments and provide security to the register, vault, and work center. Performs other related or incidental duties as assigned.</p>			
<b>Qualification Requirements:</b>			
<ol style="list-style-type: none"> <li>1. General work experience OR high school graduate or equivalent.</li> <li>2. Ability to speak, read, and write English <u>at elementary proficiency</u>: LPL-1 is required. However, good understanding of English speaking, reading and writing is desired.</li> <li>3. Good knowledge of cash handling is highly desired.</li> <li>4. Good communication skills are required.</li> </ol>			
<b>Job Related Requirements:</b>			
<ol style="list-style-type: none"> <li>1. Must be able to work as a member of a team.</li> <li>2. Must be able to lift up 30lbs (approx. 13 kg) for bagging purchased items and assisting customers at the register.</li> <li>3. Must be able to work rotating work shifts to include evenings, weekends and holidays.</li> <li>4. May have to work outside of normal duty hours when directed/requested for completing critical tasking.</li> </ol>			
<b>Special Factor:</b> 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.			
<b>Work Schedule:</b> Mon-Sun, 40 hours per week, (1) 0830-1730, (2) 0900-1800, (3) 1000-1900, (4) 1030-1930, (5) 1130-2030, (6) 1230-2130 (Recess: 1 hour).			
<b>Required document 必要書類:</b>			
<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 type="checkbox"/> Copies of license/ certificate(s)・免許証・証明書等のコピー: As underlined above 上記下線部参照			