



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-26-443-23**

Opening Date:
発行日:

11 June 2026
令和 8 年 6 月 11 日

Closing
Date/Time:
締切日・時間:

17 June 2026 / 16:30
令和 8 年 6 月 17 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/MC employees of **Army / Marine Corps / Navy / AAFES** in Okinawa.
陸軍 / 海兵隊 / 海軍 / AAFES に所属する MLA/IHA/MC 従業員

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。求人広告は申込期限を過ぎると、閲覧が出来なくなります。各自で保管していただき、面接等に備えてください。

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. **お問い合わせ前に、FSS ウェブサイトにて "SAMPLE-196aEJ (AF)20260422" をご参照ください。**

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 ADDITIONAL	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 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 (MM/YY) 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/MC 従業員

Position Title/Series Grade/LPL	Protocol Specialist, MLC-283, BWT 1-5, LPL: 3		
Work Place	18th Wing, Office of Protocol (18 WG/CCP), Kadena AB	Number of position(s)	1
<p>Summary of duties: This position is to serve as the 18th Wing Protocol assistant to the Wing Commander. Plans/coordinates Distinguished Visitors (DVs) visits and special events.</p> <p>Maintains liaison for the Office of Protocol with various offices of Government of Japan (GoJ) and with other Japanese Nationals (JN) relative to appointments, administrative arrangements, etc. Guests and contacts for such occasions include high ranking host nation officials, Japanese Self-Defense Forces, local community leaders and senior officials. Coordinates courtesy call with officials. Assists Protocol Officer with planning, coordination, and execution of itineraries for distinguished visitors and makes necessary administrative arrangements and logistical support for visits to include but not limited to, procurement of transportation and drivers, lodging, entertainment, food, presentations, and briefings, and purchasing necessary supplies. Assists Protocol Officer in administrative arrangements for receptions, official functions, and any other special functions initiated by the Office of Protocol on behalf of the Commander for facilitating those functions. Researches, consolidates, and provides biographical information on visiting Japanese officials. Provides assistance and advice to Protocol Officer and staff on local traditional and diplomatic customs, courtesies, etiquette, protocol guidelines, policies, and procedures in connection with official and unofficial contacts with visitors. Translates biographies, invitations, place cards, nametags and any other documents as required. Interprets for protocol functions as required. Performs administrative duties in support of protocol functions including file maintenance, preparing and distributing invitations, seating arrangements and place cards. Provides weekly Distinguished Visitors List to Protocol Officer, Commanders and staff officers. Maintains budget to monitor operational funds and processes requests for support and reimbursement. Composes correspondences, compiles statistics and prepares reports. Maintains suspense files to ensure timely submission. Performs other related or incidental duties as assigned.</p>			
<p>Qualification Requirements:</p> <ol style="list-style-type: none"> 1. Applicants must have specialized work experience in protocol to perform the duties successfully <u>or 4-year college graduate in any fields.</u> 2. Ability to listen, speak, read, and write English <u>at fluent proficiency level: LPL 3</u> 3. Skill in use of office automation; Microsoft office automation software e.g., Outlook, calendar, Excel, Word, and Power Point, etc. 4. Administrative work experience in an executive manager's office and practical knowledge of protocol is highly desirable. 5. Knowledge of the rules of etiquette, professional manners, and the protocol requirements that apply to military and civilian leaders (US and GoJ). 6. Completion of a protocol course is highly encouraged. 7. Skill to schedule and coordinate appointments, meetings, conferences, events, programs, logistic requirements, and activities efficiently and functionally. <p>Job Related Requirements:</p> <ol style="list-style-type: none"> 1. May be required to work outside the normal duty hours. Frequently scheduled and unscheduled overtime shall be anticipated. 2. Must be able to work with other employees in a harmonious and cooperative manner. 3. Must be articulate, polite, tactful, flexible to change, and demonstrate diplomacy under pressure. <p>Work Schedule: Mon-Fri (40 hours per week), 0730 - 1630 (Recess: 1130 - 1230)</p>			
<p>Required document 必要書類:</p> <p><input checked="" type="checkbox"/> USFJ Form196aEJ, 20260415(EF), Personal History Statement 履歴書</p> <p><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)</p> <p><input checked="" 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</p>			