



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-26-483-26**

Opening Date:

発行日:

2 July 2026

令和 8 年 7 月 2 日

Closing

Date/Time:

締切日・時間:

8 July 2026 / 16:30

令和 8 年 7 月 8 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. **Please note that job postings will no longer be viewable once the application period has closed.**

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。選考状況に関しましてはホームページをご確認ください。掲載中の求人広告は、応募受付期間が終了しますと表示されなくなりますので、あらかじめご了承ください。

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 INFORMATION IS 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 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 18FSS/FSWT / 第18軍支援中隊 アーツ アンド クラフト Kadena AB, Building 000 / 嘉手納基地 建物番号000		☐ Permanent 常用/正社員 ☐ Trial 試用 ☒ Limited term (LTE) 限定 ☐ Post-Retirement (PRE) 高齢 ☐ Hourly Paid Temporary (HPT) 時給制 ☐ N/A 該当しない	
☐ ARMY 陸 ☒ AIR FORCE 空 ☐ NAVY 海 ☐ MARINE 海兵 ☐ AAFES ☐ OTHER PRIVATE SECTOR ETC. / その他・民間企業など		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	
		FROM (MM/YY/YY) より(月/年) 西暦 Oct, 2025	
		TO PRESENT 現在まで	

対象者: 空軍/DHA/DeCA/DoDEA/DLA-Disp/GSA/DMA に所属する MLA/IHA 従業員

Position Title/Series Grade/LPL	Clerk, MLA-042, BWT 1-3, LPL: 2		
Work Place	718 FSS/FSDE, Education and Training Section, Kadena AB	Number of position(s)	1
Summary of duties: Greets customers and instructs customers to sign in the sign-in sheet. Assists customers with questions and/or sends them to appropriate person to receive assistance. Receives and sends emails to help customers when required. Answers telephones, takes messages, and transfers calls to other staff. Personally answers routine, nontechnical requests for information such as status of reports, suspense dates, detailed administrative procedures, other information requiring a good working knowledge of the organization and functions and similar readily available information. Takes and delivers messages for staff members who are unavailable. Makes appointments and keeps appointment calendar. Receives transcripts, grade reports, and degree plans. Assists with word processing, spreadsheets, Power point slides, and databases. Creates appointment letters, documents, and other correspondence required by Education and Training Chief and Education Services staff. Performs other related or incidental duties as assigned.			
Qualification Requirements: 1. General work experience OR high school graduate or above. 2. Ability to speak, read, write English <u>at average proficiency level (LPL-2) is required.</u> 3. General knowledge of Microsoft Office automation software; preparing, storing, retrieving and printing of electronic files. (i.e. Word, Excel, Adobe/PDF, PowerPoint, Outlook, SharePoint, etc.) 4. General knowledge of office automated equipment such as copy machines, printers, scanners, etc. 5. Knowledge of grammar, spelling, capitalization, punctuation, and general English terminology. Job Related Requirement: May have to work outside of normal duty hours if requested. Work Schedule: Mon-Fri, 40 hours per week, 0700-1600 (Recess: 1 hour between 1100-1300)			
Required document 必要書類: ☒ USFJ Form196aEJ, 20260415(EF), Personal History Statement 履歴書 ☒ 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) ☐ 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			