



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-26-498-26**

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:

- Box 1: Building 721-A (2nd floor), **Front Area**, Kadena Air Base
- 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。

- 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**
- 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ください。**

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) Sales Clerk (IHA) BWT 1-3 / 販売事務職		WORK HOURS/WEEK 勤務時間 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 ☒ Limited term (LTE) 限定 ☐ Hourly Paid Temporary (HPT) 時給制 ☐ FIXED TERM (LTE/HPT/PRE) NTE DATE 有期雇用 (限定/高給/時給制) の場合、雇用終了予定日 20260930 ☐ Trial 試用 ☐ Post-Retirement (PRE) 高齢 ☐ 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		FROM (MMM/YYYY) より(月/年) 西暦 Oct, 2025 TO PRESENT 現在まで	

対象者： 沖縄県内すべての MLA/IHA/MC 従業員

Position Title/Series Grade/LD	Cook Foreman A, IHA-2038, BWT 2-6, LD: 2		
Work Place	18 FSS/DET1, OKU, Surfside Restaurant, Okuma Recreation Area	Number of position(s)	1

Summary of duties:
 Performs work as a working leader and exercises direct supervision over lower grade employees. Assists and US supervisor, serving as a group pacesetter, carrying out more difficult tasks, maintaining group discipline, enforcing safety and housekeeping rules, and being responsible for the tools, equipment, and supplies. Provides assistance in planning work to be performed, assigning projects, explaining work assignments and any unusual steps or processes, and reviewing work performed. Attends work group meetings and passes on to subordinates instructions received from US supervisors. Starts work operations by assigning immediate tasks to be performed by individual members of the group led. Demonstrates proper work methods and insures that needed material and tools are available, and that needed stock is obtained from supply locations. Answers questions of other workers on procedures, policies, methods and deadlines. Reports supervisor on status and progress of work and causes of work delays. Answers questions of supervisor on overall work operations and problems. Prepares and cooks a variety of menu items and desert items. Roasts, boils, bakes, fries, boils, steams, and stews meats, fish, and poultry. Uses ranges, grills, various type ovens, deep-fat fryers, steam kettles, broilers, toasters, vegetable steamers, etc., and regulates temperature, time and other controls. Makes bastes, sauces, and gravies. Prepares food for cooking or serving by dicing, carving, chopping, grinding, mixing, etc., using hand kitchen tools, and powered equipment. Carves vegetables and fruits as garnishes for food platters and dishes. Arranges, decorates and garnishes food trays. Adjusts standardized recipes for the number of servings required in large quantity cooking. Slices meat items by hand conforming to a specific size requirement or weight specification. Maintains proper temperature for all foods during holding, transport, reheating, and serving to assure quality control and food safety. Responsible for the proper use and cleaning of equipment, safety practices, personal hygiene, and conformance with food service sanitation requirements. Responsible for analyzing and correcting production problems independently and coordinating the cooking process for food items assigned and of items prepared by other cooks. Assists lower grade cooks in routine food preparation and kitchen cleaning duties. Performs other related or incidental duties as assigned.

Basic Qualifications:
 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.

KNOWLEDGE, SKILLS AND ABILITIES: Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the following areas:

1. Quality of experience in the same line of work (experience in the related field).
2. Must have or be able to obtain a cooking license (調理師免許) within the timeframe set by management.
3. 4-year experience with a minimum of 1 year in US military base facility is desirable.
4. Ability to cook all menu items independently.
5. General knowledge of proper food preparation, handling and storage.
6. Ability to speak, read, and write English at average proficiency level: LD-1; however, must have a good understanding of English enough to understand directions from an American supervisor.
7. Must possess or be able to obtain Food Handler's certification.
8. Ability to follow the instructions of Public Health food safety regulation.

Job Related Requirements:

1. Must be in excellent physical condition.
2. Must be able to pass Food Handler's physical examination (stool examination) if required.
3. Must be physically able to stand for long periods, stoop, stretch and lift items up to 50 lbs (25kg).
4. Must be able to work evening shift schedules to include weekends and holidays.
5. May have to work outside of regular shift hours if directed.

Work Schedule: Mon-Sun (40 hours per week), (1) 0500-1400; (2) 0530-1430, (3) 0600-1500, (4) 0630-1530, (5) 0700-1600, (6) 0730-1630, (7) 0800-1700, (8) 0830-1730, (9) 0900-1800, (10) 0930-1830, (11) 1000-1900, (12) 1030-1930, (13) 1100-2000, (14) 1130-2030, (15) 1200-2100, (16) 1230-2130, (17) 1300-2200, (18) 1330-2230, (19) 1400-2300, (20) 1430-2330, (21) 1500-0000, (22) 1530-0030, (23) 1600-0100, (24) 1630-0130, (25) 1700-0200, (26) 1730-0230, (27) 1800-0300 (Recess: 1 hour)

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