



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-25-649-35**

Opening Date:

発行日:

4 September 2025

令和 7 年 9 月 4 日

Closing

Date/Time:

締切日・時間:

10 September 2025 / 16:30

令和 7 年 9 月 10 日

午後 4 時 30 分

Who May Apply (募集対象従業員):

- ☐ MLC/IHA employees within the organization.
募集組織内に所属する MLC/IHA 従業員
- ☒ MLC/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 MLC/IHA 従業員
- ☒ MLC/IHA/MC employees of **Army / Marine Corps / Navy / AAFES** in Okinawa.
陸軍 / 海兵隊 / 海軍 / AAFES に所属する MLC/IHA/MC 従業員

Eligible employees who are interested in being considered for the following vacant position(s) must read below instructions carefully.

How to apply: Please submit your applications to Kadena Civilian Personnel Flight (CPF) Japanese Staffing **by the closing date and time indicated above**. Applications should be submitted via one of below 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: KADENA AB Form 1EJ, 20090413 (APPLICATION FOR KADENA V/A) 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: KADENA AB Form 1EJ, 20090413 (嘉手納応募履歴書) 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。

Contact information (問合わせ先):

Please visit "Applicant's Guide" from

<https://kadenafss.com/wp-content/uploads/2024/04/Applicants-Guide-202207.pdf>

Phone (電話番号): 632-7907

Email (メールアドレス): kadena.jnstaffing@us.af.mil



お問い合わせ前に QR Code から Applicant's Guide をご確認ください。

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

注意事項

2006 年 4 月 18 日付第 5 空軍の規約覚書により、直属の部下及び指揮系統下の親族雇用、さらに人選権・人事措置・職務評価に影響を及ぼす事が可能な者が親族の選抜を促す行為等が禁止されています。

親族とは、父、母、夫、妻、息子、娘、兄弟、姉妹、叔(伯)父、叔(伯)母、従兄弟(姉妹)、甥、姪、義父、義母、義兄弟、義姉妹、継父、継母、継子、継兄弟、継姉妹、異母(父)兄弟、異母(父)姉妹、祖父母、孫等。

また、応募申込書 1 ページ目下段に記載されてる項目欄(記入例を参考)が未記入の場合は書類不備とみなされますので御了承下さい。

記入例

アメリカ軍人又は軍属(SOFA)の扶養家族ですか？ Are you a family member of a SOFA status personnel? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	応募先の職場に家族・親戚が働いている場合は、その方の氏名をお書きください。 If any, list your family member/relatives who are employed in the command where this position is located. なし (None) 又は 浦島太郎 (伯父)	これまでに逮捕又は法律に違反して有罪の判決を受けた事がある方は詳細を記入して下さい。 Have you ever been arrested, indicted or convicted for any violation of law? If so, state complete circumstances. なし (None) 又は 窃盗・器物破損
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これらの欄が未記入の場合は書類不備としてみなされ、面接者紹介リストには載りません。下記の署名と日付の欄も記載がない場合は書類不備となりますので、記入漏れのないようご確認下さい。

私は、募集要項の資格条件を読み、これらの条件を満たしているものと信じます。なお、本求人広告申込書を受付終了前に人事課に届くよう確認するのは私の責任であることを了解しています。本申込書中のすべての項目について、もし虚偽の記述をした場合には、直ちに解雇又は本申込書が不承認になりうることを私は承知しています。ここに記入した事柄は私の知る限り、また信じる限り事実であることの証明として署名します。 I have read the qualifications required for this position and believe that I meet these requirements. I also understand that it is my responsibility to ensure that my application reaches the Civilian Personnel Flight prior to the closing date. I understand that falsification of any item herein may result in the immediate termination of my employment or disapproval of my application. I place my signature in certification that the information contained herein is the truth to the best of my knowledge and belief.		
申込日付 Date of Applying 24 Dec 2013	本人の署名 SIGNATURE OF EMPLOYEE Jiro Yamamoto 又は 山本 次郎	電子署名 又は 直筆の署名

対象者： 沖縄県内すべての MLC/IHA/MC 従業員

Position Title/Series Grade/LPL	Fire Fighter (Aircraft), MLC-3106, BWT 3-3, LPL: 0		
Work Place	18 CES/CEF, Fire Emergency Services Flight, Operations, Kadena AB	Number of position(s)	2
Summary of duties: Fire Station Task – First responder trained in Structural and Aircraft firefighting, primarily to control and extinguish fires that threaten life and property, rescue a person from confinement or dangerous situations, administering first aid to injured victims and conducts initial patient assessment. Rides on fire truck to the scene of fire, lays, connects fire hose to the hydrant, and attacks structural, aircraft and chemical fires. Attends morning roll call at assigned respective fire station. Conducts daily equipment check to observe serviceability of all fire equipment, protective clothing, tools and two-way radio. Performs daily, weekly and after use care and maintenance of Pumpers, Aircraft Rescue Fire Fighting (ARFF), Mobile Water Supply (MWS) and Aerial Ladder, Breathing Apparatus, all fire extinguishing systems and other tools mounted on the vehicles. Education and Training – Attends academic and practical crew proficiency training in aircraft fire rescue and structural firefighting procedures, confined space rescue, hazardous material incident and medical response. Participates in aircraft and building familiarization, crash fire drills, egress rescue training, confined space rescue drills, hazardous materials incident drills, medical response exercises and structural fire drills conducted by Training Section and Shift Supervisors. Acquire DoD Driver/Operator series certifications that are applicable to duties assigned to Fire Truck Driver for future promotion to the next level BWT 3-4. Responding to Emergencies and Aircraft Standby – Responds to aircraft in-flight and ground emergencies, structural emergency, confined space rescue, hazardous materials incident, and emergency medical response to include vehicle accidents. Connects apparatus to fire hydrant using tools and equipment. Determines type (size) and number of lengths of hose needed for operation. Pulls pre-connected hand lines from hose bed and advance to the entry point of the building. Enters the building with charged hand lines and operates nozzle at the front of hand line to extinguish fire or to protect the rescue team as directed by crew chief. Determines best location for forcible entry and pries open, cuts, or breaks down doors, or otherwise enters structures, vehicles, and aircraft to search for and rescue victims and provides access to the emergency scene. Uses tools and equipment mounted on the apparatus. Determines best location for venting structure based on location of hazard and fire personnel inside the structure and wind direction. Opens or breaks window or cuts holes in roofs, breaches walls or doors, and use ventilation equipment to remove heat, smoke and/or gas from structures or aircraft. Provides fire protection support on fire hazard related with aircraft refueling, defueling, medical air evacuation, engine maintenance and testing. Building Inspection and Public Education – Participates in building inspection to recognize types of combustible materials, hazardous configurations and conditions of high fire occupancy and severity. Evaluates safety programs developed by facility managers and recommend improvements. The firefighter must be able to utilize the civil engineer work request process to ensure timely response and repair of hazardous situations. Additional Duties – Conducts assigned additional duties Task; MSA SCBA maintenance, ARFF Vehicle Testing, Structural Pump Testing, Ground Ladder Testing, Fire Hose Pressure Testing and Chemical Protective Suits Testing. Performs other related or incidental duties as assigned.			
See next page for Qualification Requirements			

Basic Qualification Requirements:

1. High School graduate or equivalent.
2. Must possess a valid GOJ Semi-Medium sized driver's license (Manual Transmission) (準中型自動車運転免許—マニュアル車) and be able to obtain/maintain a US military driver's license.
3. Must have a basic knowledge of English language in speaking, reading and writing. Prefer to have Eiken degree 3 certificate or equivalent (attach qualification certificate).
4. Basic knowledge of Microsoft office automation software such as Word, Excel, Outlook, SharePoint, etc.

Job Related Requirements:

1. In accordance with DoDM 6055.06, must obtain all certifications listed below within 12 months from date of entry into DoD Fire and Emergency Services.
 - a. Firefighter I and II
 - b. Airport Firefighter
 - c. Hazardous Material Awareness and Operations
 - d. Emergency Medical Responder or Technician with CPR
2. Must be able to pass a security background investigation
3. Must take required immunizations for Tetanus and Hepatitis B Virus.
4. Must be in good physical condition to perform duties as a firefighter.
5. Must work under all type of weather condition, hazardous environments and stressful work conditions.
6. Must be able to carry and lift 80 pounds of fire department tools and equipment.
7. Must be able to pass Mask fit test to use of a respirator.
8. Must be able to differentiate colors and have good depth perception IAW NFPA 1582.
9. No history of mental disease, person of strong physique for overcome with harsh conditions and strenuous training.
10. No acrophobia and claustrophobia (Acrophobia Test: Climb the ladder, Claustrophobic Test: Panic test in the confined space).
11. Fitness Test: Overhead press (30kg), Bench press (30kg), Run (4km), Grasping Power (30kg or more).

Pre-Hire Medical Examination Is Required: (Applicant who is selected for this position must take and pass a Pre-Hire Medical Examination. Tentative job offer until the Pre-Hire Medical Examination is completed).

- a. Weight: More than 50kg with girth of abdomen not greater than measurement of chest at rest.
- b. Grasping power: More than 30kg.
- c. Blood pressure and cardiography test.
- d. Urinalysis.
- e. History of mental disorders.

Work Schedule:

- Intermittent shift work schedule.
- One shift segment: 0800 - 0800 (24 hours rotating shift work to include weekends and holidays).
- Daily work hours: 0800 – 2200/ 0500-0800 (2200-0500 – standby/ rest time) (1130-1230 – lunch)
Roll Call taken place at 0800 and shift change.
- Holiday work schedule: 16 hours from 0000 to 1600 (1600-2400 – recess period). (This schedule is utilized on holidays to grant employees to be off duty without charging their annual leave).
- Designated rest day: One shift off every 2 weeks (Sun – Sat).
- May have to work outside of normal duty hours if directed

Special Factor: 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. Incumbent in firefighting is considered as emergency responders and critical to the mission. As such, the employee would be ineligible for recall to Japan Self Defense Force (JSDF) active duty.

Required document 必要書類:

- ☒ KADENA AB Form 1EJ, 20090413
 - ☐ 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
- 下線の必要書類のみご提出お願いします。**