



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-25-622-32**

**Opening Date:**

**発行日:**

**14 August 2025**

**令和 7 年 8 月 14 日**

**Closing**

**Date/Time:**

**締切日・時間:**

**20 August 2025 / 16:30**

**令和 7 年 8 月 20 日**

**午後 4 時 30 分**

## Who May Apply (募集対象従業員):



MLC employees within 18th Security Forces Squadron.  
18th Security Forces Squadron に所属する MLC 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 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:** 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。

- 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:** 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): 632-7897/632-7907

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 <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>

### 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: 18th Security Forces Squadron に所属する MLC 従業員**

<b>Position Title/Series Grade/LPL</b>	Guard, MLC-3000, BWT 3-1, LPL: 1		
<b>Work Place</b>	18 SFS/S3O, Operations Support, MLC Workforce, Kadena AB	<b>Number of position(s)</b>	1
<b>Summary of duties:</b> Stands guard at designated entrance/exit gates and controls traffic of military and civilian personnel and vehicles entering and leaving USFJ facilities. Checks documents such as personnel badges, passes, and identification cards. Checks personnel, parcels, or vehicles to prevent unauthorized removal of property. Apprehends unauthorized visitors and takes appropriate corrective action. Makes appropriate written and oral reports to establish required official records of incidents encountered. May be required to patrol assigned areas including work sites such as buildings, billets, housing areas, shops, and storage areas to guard against unauthorized entry and to detect conditions such as fire, unlocked entry ways or other similar disorders. Performs other related or incidental duties as assigned.			
<b>See the next page for qualification requirements.</b>			

**Qualification Requirements:**

1. High school graduate or equivalent desired.
2. Must possess a valid GOJ vehicle driver's license (AT limited is acceptable) (自動車運転免許—オートマチック車限定可) and maintain the valid GOJ driver's license throughout the employment.
3. Must have the ability to conduct simple conversation in English at elementary proficiency level: **LPL-1 is required**. However, ability to read and write English at language proficiency level 2 or higher is strongly desired.
4. Ability to conduct simple conversations in Japanese language and must be able to read hiragana, katakana, and kanji at a satisfactory level to work independently and effectively and process government of Japan issued documentation where required. *Note: Native English speakers and foreign nationals with Japanese citizenship will be required to prove ability to speak, read and write Japanese at a level that will not affect the operational requirements commensurate to this position.*
5. Must be able to utilize simple office automation programs to issue, log, and manage data at certain entry access points throughout the installation.

**Job Suitability Requirements:**

1. Must possess suitable character for favorable background screening investigation.
2. Must not have any record of conviction under the U.S. Criminal code/Japanese Penal Code for offense other than misdemeanors or minor traffic infractions.
3. As a minimum, pass the Air Force Physical Fitness Test standards and maintain good physical health/condition to maintain a high standard of duty performance.  
*NOTE: (1) Personnel with prior medical issues concerning their physical body maybe requested to consult a doctor before employment. (2) Physical fitness test conducted during the interview consists of; Push-up (1 min), Sit-up (1 min) and Run (2.4 km) with a minimum passing score requirement.*
4. Periodic and continuous physical, emotional, or mental fitness for duty will be evaluated to ensure employee meets the Personnel Reliability Assurance Program and requirements for compliance with the regulations. Screening factors are included but not limited to alcohol use disorder, drug use disorder, any drug related incidents, severe substance use disorder, or domestic violence. Personnel with prior mental issues maybe requested to consult a doctor before employment. Any developmental of mental illness after employment may be requested to consult a doctor for suitability to bear arms and/or result in necessary/appropriate action to be taken as determined by the squadron.

**Job Related Requirements:**

1. Must complete all specialized, periodic or annual training course deemed necessary or as directed.
2. Duties require satisfactory completion of appropriate training in use of duty related firearms and the carrying of such firearms while assigned to duty stations, during normal duty or under unusual circumstances, or when directed by authorities.
3. Individual must certify in the less than lethal equipment (Taser and/or Oleoresin Capsicum (OC) spray) within the first 30 days or during phase one training, whichever comes first.  
*Caution 1: Individuals with cardiovascular medical condition will need to provide doctors note before Taser training.*  
*Caution 2: Individuals that conducted any type of eye surgery within the last 12 months will need to provide doctors note before OC "Pepper spray" training is conducted. This is solely the individual's responsibility to notify the employer before employment if Caution 2 listed here applies.*
4. Must be capable of wearing protective equipment weighing approximately 7 kg or less for the duration of the duty and or as directed. *Note: Protective equipment consists of Kevlar helmet and Kevlar armor (tactical vest) and may include further protective gear under certain circumstances. Caution: Under certain contingency situations, unit may direct individuals to wear tactical vests with level IV carrier plates. These plates will increase the weight of the vest drastically. Physical fitness is paramount.*
5. Must have ability to follow and abide by all established routine security procedures and able to perform other related or incidental duties as assigned.
6. Must be able to perform assigned duties in all inclement weather conditions.
7. Must be able to work 24/7 any day of the week to include weekends, both US and Japanese holidays, any assigned shift (day or night, and weekends).  
*Note: Individual must be flexible to work both day and night once given ample time to adjust sleep cycle.*
8. Must be able to work outside of normal duty hours or on a moment's notice when directed.  
*Note: Mission driven short-notice requests/directives will have at a minimum of 24 hour to adjust rest cycle. Standard schedule adjustments will be 10-14 days of advance notice.*

**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 security guard 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.

**Work Schedule:** Mon-Sun (40 hours per week)

Shift 1: 10-hour shift (including 1 hour recess) between 0000-2400, begins every 30 minute increments.

Shift 2: 14-hour shift (including 1 hour recess) between 0000-2400, begins every 30 minute increments.

*Note: (1) This is a rotational position. Assigned individual will rotate periodically with other BWT 3-1 positions within the unit on a rotational basis established by the unit or when directed. (2) Work location and schedules are subject to change based on operational requirements.*

**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