

# KADENA CIVILIAN PERSONNEL FLIGHT

<https://www.kadenafss.com/civilian-personnel-section>

Vacancy Announcement No. (求人広告番号): **JA-24-686**

Opening Date:  
発行日:

7 August 2025  
令和 7年 8月14 日

Closing Date:  
締切日:

**Open until filled**  
**採用が決まるまで**

## Who May Apply (募集対象従業員):

MLC/IHA/MC employee in **mainland Japan**.  
**沖縄県外の在日米軍に所属する 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 National Staffing Section. Applications should be submitted via:

1. Email to [Kadena.jnstaffing@us.af.mil](mailto:Kadena.jnstaffing@us.af.mil)
2. Fax to (Base Operator) 098-938-1111 / (Extension) 634-2256

Acknowledgement: Kadena JN Staffing sends email acknowledging receipt of your application received via email or fax. Therefore, email address must be legible for us to send the acknowledgement.

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 refer to "How to fill out application form")

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.

**Relocation expense is authorized.**

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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、嘉手納人事部雇用課へ以下のいずれかの方法で提出してください。

1. 電子メール送信 [Kadena.jnstaffing@us.af.mil](mailto:Kadena.jnstaffing@us.af.mil)
2. ファックス送信 (外線番号) 098-938-1111 / (内線番号) 634-2256

応募書類受信のお知らせ: 嘉手納人事課雇用担当では、応募書類等の受信確認の電子メールをお送りしていますので、メールアドレスは読みやすい字で記入をお願いいたします。また、応募書類提出後1稼働日を経過しても受信の通知がない場合はご連絡下さい。  
<注意> 受信した書類等の不備については、お知らせいたしかねますので、ご了承ください。

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 (PDF フォーム形式) できます。(ホームページ <https://www.kadenafss.com/civilian-personnel-section> を参照)。(応募書類の書き方をご参照下さい)

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。

**転勤にかかる費用につきましては、支給が認められております。**

Contact information (問合わせ先): (Base Operator) 098-938-1111 / (Extension) 632-7912 or [kadena.jnstaffing@us.af.mil](mailto: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 <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

<b>Position Title/Series Grade/LPL</b>	Equipment Specialist, MLC-72, BWT 1-6, LPL: 3		
<b>Work Place</b>	718 FSS/FSVA, Laundry Plant, Camp Kinser, Okinawa	<b>Number of position(s)</b>	1
<b>Summary of duties:</b> Serves as an advisor to management and supervisory personnel concerning the utilization, maintenance, repair, and modification of laundry equipment. Responsible for maintaining the stability and performance of tools, equipment, and machinery to support the laundry plant's daily operations and prevent deliverable delays. Provides staff guidance and direction over all facility contracted repairs. Assures effective and efficient operation of the maintenance program and maintenance facilities. Provides expertise and technical assistance to plan and support for all laundry equipment maintenance, repair and operation, and operational safety activities. Responsible for the preventive maintenance program for more than 300 laundry and dry-cleaning equipment items to up keep quality of equipment and prevent occurrence of unexpected breakdowns and accidents. Develops comprehensive documentation to ensure proper maintenance checklist for each piece of equipment is established and maintained. Performs other incidental duties as assigned.			
<b>Qualification Requirements:</b>  Applicants must have at least one (1) year of specialized experience engaging with equipment automation and mechanical operation or in other related field, which demonstrates ability to research, analyze, plan, develop, and maintain the equipment in the facility.  <p style="text-align: center;"><b>OR</b></p> <u>Master's Degree in a related field (business administration, mechanical engineering, and etc.).</u> <p style="text-align: center;"><b>AND</b></p> <ol style="list-style-type: none"> <li>1. Ability to speak, read and write <u>English at fluent proficiency level: LPL-3 is required</u>; however, excellent ability leve of English is highly desirable.</li> <li>2. Must have a <u>GOJ driver's license (普通自動車免許)</u>.</li> <li>3. Must have good working knowledge of various office automation software such as Outlook, Word, Excel and Power Point.</li> <li>4. Must be able to communicate, read and write in both Japanese and English.</li> </ol>			
<b>Job Related Requirements:</b> <ol style="list-style-type: none"> <li>1. Must be able to work independently with little or no supervision.</li> <li>2. Physically able to work outside in areas that may be hot, damp, cold, drafty or poorly lighted.</li> <li>3. May work with hazardous materials.</li> <li>4. May work outside of normal duty hours when directed/requested.</li> </ol>			
<b>Special Factor:</b> 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.			
<b>Work Schedule:</b> Work Schedule: Mon-Sun (40 hours per week), 0700-1545 (Recess: 1100-1145)			
<b>Required document 必要書類:</b>  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  必要書類のみご提出ください。			