



Kadena FSS Civilian Personnel

# KADENA CIVILIAN PERSONNEL FLIGHT

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

Vacancy Announcement No. (求人広告番号): **OC-25-351**

**Opening Date:**

**発行日:**

**3 July 2025**

**令和 7 年 7 月 3 日**

**Closing Date:**

**締切日:**

**Open until filled**

**採用が決まるまで**

**Cut-Off Date: Every Wednesday**

**カットオフ日: 毎水曜日**

## 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 Section. Applications should be submitted via one of below 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、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](mailto: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： 沖縄県内すべての MLC/IHA/MC 従業員**

<b>Position Title/Series Grade/LPL</b>	Engineer (Architectural), MLC-525, BWT 1-7, LPL: See Qualification Requirements		
<b>Work Place</b>	718 CES/CENMA, Engineering Flight, Alpha Team, Kadena AB	<b>Number of position(s)</b>	1
<p><b>Summary of duties:</b></p> <p><b>This could be a developmental position depending on the selected applicant's qualifications. If an applicant does not fully meet qualification requirements for BWT 1-7 level, he/she may enter at BWT 1-6 or BWT 1-5 depending on the qualification of an applicant. Determination of grade level will be made by the selecting official at the time of selection.</b></p> <p>Functional Project/Program Project Management: Performs professional architectural engineering work in the design, construction, alteration, renovation, repair and maintenance of buildings, structures and related projects. Develops and writes specifications, estimates materials and labor costs, and prepares working drawings and detailed drawings to illustrate design and dimensions for construction projects including finish painting, carpentry, plastering, insulation, acoustical treatment, etc. Conducts site investigation and inspection to obtain necessary data for most feasible and effective designing. Coordinates design and construction with other engineering sections. When assigned as the Project Manager (PM), refines project requirements created in Programming to create a complete solicitation package used for contracting action. Conducts field surveys to establish existing site conditions and layout. Analyzes architectural needs and makes determinations on all architectural aspects of the design to ensure codes and base standards are complied with. Types of projects may include engineering studies, A/E designs, design-build, and construction projects. Prior to projects being awarded with a contract, PM provides technical evaluations for 18 CONS/PKC (Contracting), responds in a timely manner to Requests for Information (RFI), and evaluates contractor proposals and assists in contract negotiations. When circumstances dictate, an employee must perform tasks outside the normal realm of their duties as Architect/Project Manager. Performs other related or incidental duties as assigned.</p> <p><b>Engineering Technician (Architectural), JD No. 384, BWT 1-6:</b></p> <p>As an architect serving in a developmental capacity, performs assignments designed to orient the employee in the application of academic theories and basic principles to architectural engineering assignments. Position will be developmental to the target grade of Engineer (Architectural), BWT 1-7. All training must be completed and regulatory requirements met prior to promotion. Employee must acquire an acceptable level of language proficiency to perform duties of BWT 1-7 prior to promotion.</p> <p><b>Engineering Technician (Architectural), JD No. 310, BWT 1-5:</b></p> <p>As an architect serving in a developmental capacity, performs assignments designed to orient the employee in the application of academic theories and basic principles to architectural engineering assignments. Position will be developmental to Architectural Engineer, BWT 1-6 and then the target of BWT 1-7. All training must be completed and regulatory requirements met prior to promotion. Employee must acquire an acceptable level of language proficiency to perform duties of BWT 1-6 prior to promotion.</p>			
See the next page for qualification requirements.			

**Basic Qualification Requirements:**

1. Must have a combination of education/license and experience as indicated below.

Education/License:

- a. Must be a college or university graduate with specialized education in engineering OR
- b. Possess an official engineering license, e.g., First or Second Kenchikushi (Architect/Civil Engineer 一級又は二級建築士免許), Kenchiku Setsubishi (Mechanical/Electrical Engineer 建築設備士免許) or Gijutsushi (Consulting Engineer 技術士免許), etc.

**AND**Experience

One year of specialized experience in architectural engineering or in other related engineering fields, demonstrating the ability to a) apply fundamental and diversified professional engineering concepts, theories, and practices to engineering work for new construction, renovation, repair and maintenance of buildings and related projects, b) estimate materials and labor costs, and c) evaluate engineering problems and develop technical solutions.

2. Ability to speak, read, and write English at average proficiency level (LPL-2) is desirable. Applicant's English proficiency will be determined by the Selecting Official at the time of interview.
3. Must have a valid GOJ driver's license (普通自動車運転免許) and be able to drive a government owned vehicle.
4. General knowledge of office automation software such as Microsoft Excel, Word and PowerPoint - preparing, modifying, storing, retrieving, printing of electronic files.

**Job Related Requirements:**

1. May require some traveling to attend training, meetings or conference.
2. May work outside of normal duty hours when requested/directed.

**Work Schedule:** Mon-Fri (40 hours per week), 1st shift: 0730-1630 (Recess: 1130-1230)

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**An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.**

**BWT 1-6**

1. Must be a college or university graduate with specialized education in engineering OR possess an official engineering license, e.g., First or Second Kenchikushi (Architect/Civil Engineer 一級又は二級建築士免許), Kenchiku Setsubishi (Mechanical/Electrical Engineer 建築設備士免許) or Gijutsushi (Consulting Engineer 技術士免許), etc.
2. One year of specialized experience engaged with technical work in support of engineering projects in the related field, **OR** Master's degree in engineering.
3. Ability to speak, read, and write English at average proficiency level (LPL-2) is desirable. Applicant's English proficiency will be determined by the Selecting Official at the time of interview.
4. Must have a valid GOJ driver's license (普通自動車運転免許) and be able to drive a government owned vehicle.
5. General knowledge of office automation software such as Microsoft Excel, Word and PowerPoint - preparing, modifying, storing, retrieving, printing of electronic files.

**BWT 1-5**

1. Must be a college or university graduate with specialized education in engineering OR possess an official engineering license, e.g., First or Second Kenchikushi (Architect/Civil Engineer 一級又は二級建築士免許), Kenchiku Setsubishi (Mechanical/Electrical Engineer 建築設備士免許) or Gijutsushi (Consulting Engineer 技術士免許), etc.
2. Ability to speak, read, and write English at average proficiency level (LPL-2) is desirable. Applicant's English proficiency will be determined by the Selecting Official at the time of interview.
3. Must have a valid GOJ driver's license (普通自動車運転免許) and be able to drive a government owned vehicle.
4. General knowledge of office automation software such as Microsoft Excel, Word and PowerPoint – preparing, modifying, storing, retrieving, printing of electronic files.

**Job Related Requirements:**

1. May require some traveling to attend training, meetings or conference.
2. May work outside of normal duty hours when requested/directed.

**Work Schedule:** Mon-Fri (40 hours per week), 0730-1630 (1130-1230)

**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