



KADENA CIVILIAN PERSONNEL FLIGHT

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

Vacancy Announcement No. (求人広告番号): OC-CE-OH-5-24

Opening Date:
発行日:

17 July 2025
令和 7 年 7 月 17 日

Closing
Date/Time:
締切日・時間:

Open until filled
採用が決まるまで

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 **Limited Term 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 **限定期間従業員**
- ☒ MLC/IHA/MC **Limited Term 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 **限定期間従業員**

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

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 限定期間従業員

Position Title/Series Grade/LPL	Administrative Specialist, MLC-009, BWT 1-4, LPL: 2 (This is a Limited Term Employment Not to Exceed: 30 Sep 2025 and the term will be extended to 30 Nov 2025 without further competition.)		
Work Place	718 CES/CEHSF, Furnishing Management, Chibana	Number of position(s)	1
Summary of duties: Provides assistance to customers. Serves as one of the central point of contacts for the Government Housing Furnishings Management Operations. Provides customer service by explaining all facets of furnishings policies, procedures, to include self-help procedures, entitlements, authorizations, eligibility, loaner's responsibility for care and safe guard/keeping for all items placed in their custody and financial liability for loss and damaged, etc. Ensures eligibility and authorization for customers to be provided loan government furnishings according to the established publications. Schedules customers within the automated database for government furnishing deliveries/pick-ups specifically related to loaner kits/restricted tour, damaged and repaired, furnishings. Responds to customer's inquires on housing government furnishings delivery/pickup status and/or reason(s) for delay. Performs necessary research to resolve customers problems in accordance with established procedures and guidelines. Notifies customers of resolution, referencing the applicable regulation or policy and obtains items or substitute if available. Ensures inventories, reports and programs compliance with applicable publications, laws, policies and procedures. Performs document control work of transactions and maintains property accounts and records, completing individual transactions, screening reference files, conducting data searches, monitoring loaner items, issues and distributing output files. Process and edits issued/turned-in furnishings transactions ensuring compliance with agency and installation operation policies and procedures. Identifies obvious errors/omissions and takes appropriate action to obtain required information/data. Maintains and updates furnishings inventory database by creating and uploading customer's account, conditions of items, types of items issued/turned-in, quantify of items issued/turned-in to keep track of active accounts and clear inactive accounts. Inventories and reports encompass and not limited to General Officer Quarters (GOQ), Drayage, Defense Logistics Agency (DLA) dispositions, furniture repair, self-help, Armed Force Network, Decoders and warehouse government furnishings. Reimbursement to the Government. Determines through research of customer file if damage was previously annotated by customer's neglect. Process pertinent forms when damages are deemed by customer's neglect. Performs other clerical and administrative work in support of the office/organization. Develops, establishes, maintains, and updates office procedures, records/files of various types and reports to ensure effective and efficient operation of the office. Provides advice and guidance to staff in the organization on administrative, clerical, and procedural requirements. Assists other clerical staff in locating and selecting the appropriate guidelines, references, and procedures for application to specific cases. In accordance with established procedures prepares, consolidates, submit, and maintains time and attendance. Performs other related or incidental duties as assigned.			
Qualification Requirements: 1. Experience in clerical or administrative work OR <u>2-year college graduate</u> OR <u>completion of vocational/technical schools in related fields.</u> 2. <u>Ability to speak, read, write English at average proficiency level (LPL-2 is required).</u> 3. Must be able to communicate effectively in English and Japanese, both orally and in writing without assistance. 4. Good knowledge of grammar, spelling, capitalization, punctuation and general English terminology. 5. Must have good computer skills and knowledge of computer software; i.e., Microsoft Excel and Word. Job Related Requirement: May have to work outside of normal duty hours if requested. Work Schedule: Mon-Fri (40 hours per week), 0730-1630 (Recess: 1130-1230)			
Required document 必要書類: <input checked="" type="checkbox"/> KADENA AB Form 1EJ, 20090413 <input checked="" type="checkbox"/> 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） <input checked="" type="checkbox"/> Copies of license(s) 免許証等のコピー: As underlined above. 上記下線部参照 * * 下線の必要書類のみ提出してください			