



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-26-428**

Opening Date:

発行日:

13 August 2026

令和 8 年 8 月 13 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):



MLA/IHA employees within the organization.

募集組織内に所属する MLA/IHA 従業員



MLA/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 MLA/IHA 従業員



MLA/IHA/MA employees of **Army / Marine Corps / Navy / AAFES** in Okinawa.

陸軍 / 海兵隊 / 海軍 / AAFES に所属する MLA/IHA/MA 従業員

ATTENTION! USFJ Form 196aEJ, Personal History Statement 履歴書” has been revised. 2026 年 4 月 15 日より履歴書が新しくなりました。

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. 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: **USFJ Form 196aEJ, 20260415 (EF) Personnel-History-Statement** 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. **Please note that job postings will no longer be viewable once the application period has closed**

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: **USFJ Form 196aEJ, 20260415 (EF) Personnel-History-Statement-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。掲載中の求人広告は、応募受付期間が終了しますと表示されなくなりますので、あらかじめご了承ください。

Contact information (問合わせ先):

Please refer to “SAMPLE-196aEJ (AF)20260422” on the FSS Website. Should you have any further questions, please contact us.

お問い合わせ前に、FSS ウェブサイトにて “SAMPLE-196aEJ (AF)20260422” をご参照ください。

Phone (電話番号): 632-7897

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

Attention Please! ご注意ください!

Application form has been updated.

Application form is available on 18th Force Support Squadron Home Page at below link or QR code. (Please select “Download Original” for Form Field pdf.)

履歴書(応募用紙)が新しくなりました。

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です。
(PDF フォーム形式 Original を選択していただくと、入力可能な Form がダウンロードできます)

18th Force Support Squadron Home Page ホームページ QR Code
<https://www.kadenafss.com/civilian-personnel-section>



Kadena FSS Civilian Personnel

Please refer to a sample of the form on the home page. ホームページの記入例をご参照ください。

16. WORK HISTORY 職歴			
LIST OF JOBS YOU HAVE HELD (STARTING FROM CURRENT JOB CHRONOLOGICALLY).			
IF ADDITIONAL INFORMATION IS REQUIRED, PLEASE SPECIFY YOUR EMPLOYMENT AGREEMENT [MLA (MLC) / IHA / MA (MC)]. 必須! 現職の雇用種類 [MLA (MLC) / IHA / MA (MC)] を必ず記載してください。			
JOB TITLE (IF USFJ EMPLOYEE, INCLUDE BWT AND GRADE) 職種 (現在日米軍従業員は、基本給表及び等級も記入)		WORK HOURS/WEEK 週勤務時間	
Sales Clerk / IHA BWT 1-3 / 販売事務職		40hrs / 40時間	
ORGANIZATION (COMPANY) NAME AND ADDRESS 部隊 (会社) 名及び所在地		FROM (MMM/YYYY) 月 (月/年) 西暦	
18FSS/FSWT / 第18軍支援中隊 アーツ アンド クラフト		Oct, 2025	
Kadena AB, Building 000 / 嘉手納基地 建物番号000		TO PRESENT 現在まで	
☐ ARMY 陸 ☒ AIR FORCE 空 ☐ NAVY 海 ☐ MARINE 海兵 ☐ AAFES ☐ OTHER PRIVATE SECTOR ETC. / その他・民間企業など		☐ Permanent 常用/正社員 ☐ Trial 試用 ☒ Limited term (LTE) 限定 ☐ Post-Retirement (PRE) 高齢 ☐ Hourly Paid Temporary (HPT) 時給制 ☐ N/A 該当しない FIXED TERM (LTE/HPT/PRE) NTE DATE 有期雇用 (限定/高齢/時給制) の場合、雇用終了予定日 20260930	

対象者： 沖縄県内すべての MLC/IHA/MC 従業員

Position Title/Series Grade/LPL	Engineer (General), MLA-525, BWT 1-7, LPL: See Qualification Requirements		
Work Place	718 CES/CENPD, Engineering Flight, Program Development, Kadena AB	Number of position(s)	1

Summary of duties:
 Is responsible for asset lifecycle management which consists of planning, design, construction, operation, maintenance, repair, sustainment, restoration, modernization, and demolition of facility assets. Manages and executes Asset Management Plans (AMPs) for the entire installation. Analyzes and manages asset data related to facilities, or systems across the installation. Manages the planning of the assigned portfolio and facilitates integration of requirements and priorities into respective AMPs and Comprehensive Asset Management Plans (CAMP). Identifies requirements and performance trends, effectively plans, programs, and budgets, resources and processes necessary for optimal life-cycle operation of the portfolio using a risk-based approach while working with multiple shops/trades, flights, and other installation organizations and functions. Assists in defining/prioritizing requirements within the respective portfolio to include identifying and working to resolve issues. Performs work planning to include development of the maintenance strategic plan based on available funds and budgetary constraints. Effectively plans, forecasts, and advocates for resources (e.g., manpower, money). Ensures requirements use risk-based approaches to optimize life-cycle operation and support strategic goals. Develops investment courses of actions (COAs) based on greatest return-on-investment (ROI) (e.g., lowest life-cycle costs) to deliver a balanced cost & risk investment plan for each asset which comprises their portfolio. Each Sub-AMP has a quarterly Sub-AMP Working Group (SAWG) in which the Sub-AMP Manager meets with shop representatives to discuss various topics such as ongoing maintenance schedule, and recurring issues that the shop cannot handle in-house. Attends these meeting to provide insight on turning repair requirements into sustainment projects and deconflict duplication of efforts between the Sub-AMPs. Compiles inputs and develops a priority listing for Program Development (CENPD) to prioritize for funding. Supports project programmers in CENPD by providing details regarding any AMP requirements or direct the programmer to a Sub-AMP Manager who can provide more technical information. Enables leadership decisions by combining Sub-AMP priority lists into a comprehensive 18 CEG project priority list for funding as part of the annual Facilities Board Project Data. Ensures all requirements on the 18 CEG priority list are entered correctly in the appropriate approved IT system (e.g. NexGen IT/ACES-WIMS) and maintains records IAW prescriptive requirements. Supports Project Execution (CENM) during design by participating in planning charrette and design reviews, along with any relevant Sub-AMP Manager. Performs other related or incidental duties as assigned

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 related engineering fields, demonstrating the ability to;
 a) Apply fundamental and diversified professional engineering concepts, theories, and practices to engineering work for construction projects and asset management.
 b) Analyze and prioritize requirements for risk-based asset lifecycle operations, including forecasting resources and developing investment courses of actions.
 c) Evaluate engineering issues and develop technical solutions.

2. Skill in collaborating with cross-functional teams to integrate requirements into strategic execution plans.
 3. Ability to speak, read, and write English at fluent proficiency level (LPL-3) 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.

Job Related Requirements:
 1. Duties require occasional travel to the subject facilities and attendance at training, meetings and conferences.
 2. May work outside of normal duty hours when requested/directed.

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

Required document 必要書類:
☒ USFJ FORM 196aEJ, 20260415 (EF), Personal History Statement 履歴書
☐ 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