



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-26-874-42**

Opening Date:
発行日:

22 October 2026
令和 8 年 10 月 22 日

Closing
Date/Time:
締切日・時間:

28 October 2026 / 16:30
令和 8 年 10 月 28 日
午後 4 時 30 分

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 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:

- ☐ 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、**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: **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。応募の際は下線部の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! お知らせ

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)は 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>



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 履歴		
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 (MM/YY/YY) 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	
FIXED TERM (LTE/HPT/PRE) NTE DATE 有期雇用 (限定/高給/時給制) の場合、雇用終了予定日 20260930		

【ご提出前の最終確認チェックリスト】

- ☐ 記入もれ・記入ミス・誤字・脱字はありませんか？
- ☐ 特に重要項目 10 (SOFA)、11 (親族)、12 (犯罪歴)、17 (署名) は記入されていますか？
- ☐ 応募資格を満たす証明書類 (免許証・修了証・語学能力証明書・卒業証明書など) のコピーはすべて添付されていますか？

対象者: 沖縄県内すべての MLA/IHA/MA 従業員

Position Title/Series Grade/LD	Employee Management Relations Technician, MLA-065, BWT 1-4, LPL: 2 This position has a promotion potential to JD#260, Employee Management Relations Technician, BWT-1-5 and JD#066, Employee Management Relations Technician, BWT-1-6. All regulatory and qualification requirements must be met prior to promotion.		
Work Place	718 th Force Support Squadron/JN Personnel Section, Employee Management Relations (718 FSS/FSCAJ), Kadena AB	Number of position(s)	1
Summary of duties: This is a developmental position for Employee Management Technician, BWT-1-5, JD #260 and Employee Management Technician, BWT-1-6, JD#66. Applicant who meets the qualification requirements as mentioned below for the BWT 1-5 or 1-6 may enter at BWT 1-5 or 1-6. Determination of grade level will be made by a selecting official at the time of selection. BWT-1-4: Performs as a trainee employee relations technician working under the close supervision of a higher graded technician. Work involves providing guidance and assistance to supervisors and employees on employee management relations matters such as leave administration, work schedules, awards programs, employee conduct, discipline, grievances, appeals, communications, morale, and so forth under close supervision of senior specialists. Receives instructions in the principles, concepts, work processes, regulations, and fundamental reference materials. Receives, research regulations, validates, and processes EMR related programs such as resignation, termination, and disciplinary personnel actions, Leave Without Pay, Child Medical Care Leave (CMAL), Family Medical Care Leave (FMAL), Incentive Awards and Recognition of Employees, travel, First Aid Kit, uniforms, occupational health examination, and immunizations programs. Coordinates physician walk-through/office visit with LMO and workforces. Provides administrative support and assistance to EMR programs and events. Performs other related or incidental duties as assigned. BWT-1-5: Provides employee relations assistance to management representatives for assigned organizations with review and assistance by senior specialists. Work involves providing guidance and assistance to management officials, supervisors, and employees on one or more phases of employee management relations, e.g., employee conduct, discipline, employee groups, grievances, appeals, communications, morale, etc. Counsels operating officials and employees. Provides consultation and assistance on conduct-related issues having clearly established procedures. Receives, research regulations, validates, and processes EMR related programs such as resignation, termination, and disciplinary personnel actions, Leave Without Pay, Child Medical Care Leave (CMAL), Family Medical Care Leave (FMAL), Incentive Awards and Recognition of Employees, travel, First Aid Kit, uniforms, occupational health examination, and immunizations programs. Coordinates physician walk-through/office visit with LMO and workforces. Provides administrative support and assistance to EMR programs and events. Performs other related or incidental duties as assigned. BWT-1-6: Provides Employee Relations advice to managers for assigned organizations at the full performance level. Provides consultation, guidance, and assistance to management and employees on the full scope of employee relations issues. Provides advice and guidance to management officials, supervisors and employees on MLA and IHA employee management relations problems including but not limited to the following civilian personnel management relations programs, such as performance evaluation, incentive awards, supervisor's records, leave administration, conduct and discipline, grievance and appeals procedures, administrative remedial actions, hours of work, termination, employment extension, health and safety, employee benefits, and relationships with employee unions, health examination, issuance of uniform items, welfare and recreational activities, travel allowance, escorting industrial physicians to shops and offices where JN personnel are assigned, delivery of GOJ notifications to the organizations assigned, etc. Counsels operating officials and employees on all phases of the above programs. Makes final recommendations of all EMR related actions. Takes leads and/or provides assistance to EMR programs and events. Performs other related or incidental duties as assigned.			
Minimum Qualification Required: - Must be fluent in both English and Japanese in speaking, reading, and writing for interpreting and translating MLA/IHA contracts, personnel operating process, Japanese Labor Laws, and precedent cases and dealing with Okinawa Defense Bureau and Labor Management Organization (LMO). - Ability to maintain a positive work atmosphere, exercise tact and diplomacy while achieving performance expectations. BWT-1-4: Experience in clerical or administrative duties, <u>OR 2-year college graduate and above, OR completion of vocational/technical school in business courses.</u> Ability to speak, read, and write English <u>at average level (LPL 2) is required.</u> Must have knowledge of and be able to use Microsoft Office programs, Word, Excel, Outlook, and PowerPoint. BWT-1-5: Must have specialized work experience in human resources career fields <u>OR 4-year college graduate in any field. Must meet LPL at 3 (fluent) level.</u> Must have knowledge of and be able to use Microsoft Office programs, Word, Excel, Outlook, and PowerPoint. Knowledge of a variety of regulations for employee management relations programs and/or civilian personnel programs. BWT-1-6: Must have at least 1 year of specialized experience in EMR related work experience. <u>Must meet LPL at 3 (fluent) level.</u> Must have knowledge of and be able to use Microsoft Office programs, Word, Excel, Outlook, and PowerPoint. Knowledge of employee relations concepts, principles, practices and legal and regulatory requirements sufficiently to provide advice to management officials on employee management relations programs. Job Related Requirements: - May work outside of normal duty hours if requested. - May occasionally require travel away from the normal duty station. Work Schedule: Mon-Fri (40 hours per week), 07:30-16:30 (Recess: 11:30-12:30)			
Required document 必要書類: ☒ USFJ Form 196aEJ, 20260415 (EF) Personnel-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) 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			