Eligible Employees:

USFJ employees working for Army / Marine Corps / Navy / AAFES in Okinawa

Eligible employees who are interested in being considered for the following vacant position(s) must read below instructions carefully.

Opening Date: 24 January 2019  
Closing Date: 30 January 2019

How to apply: Please submit your applications to Kadena Civilian Personnel Office (CPO) Japanese Staffing by the closing date. Applications should be submitted via one of below designated drop boxes;

1. **Box 1**: Room B-202, Building 721-A (2nd floor), 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 above 18th Force Support Squadron Home Page. Please limit your documents only to application and required documents. Applicants are responsible to ensure your application is completed and to ensure to provide the required documents. Submitted applications will not be returned. 

Contact phone number: 632-7912
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）を添付してください。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)

<table>
<thead>
<tr>
<th>LPL</th>
<th>TOEIC</th>
<th>ALCPT Prior to 8 Feb 16</th>
<th>ALCPT After 8 Feb 16</th>
<th>TOEFL (PBT)</th>
<th>TOEFL (CBT)</th>
<th>TOEFL (iBT)</th>
<th>CASEC</th>
<th>EIKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 (Exceptional)</td>
<td>860 – 990</td>
<td>86 – 100</td>
<td>NA</td>
<td>600 –</td>
<td>250 –</td>
<td>100 –</td>
<td>NA</td>
<td>1st</td>
</tr>
<tr>
<td>3 (Fluent)</td>
<td>730 – 859</td>
<td>76 – 85</td>
<td>90 – 100</td>
<td>550 – 599</td>
<td>210 – 249</td>
<td>80 – 99</td>
<td>870 –</td>
<td>Pre-1st</td>
</tr>
<tr>
<td>2 (Average)</td>
<td>550 – 729</td>
<td>66 – 75</td>
<td>75 – 89</td>
<td>460 – 549</td>
<td>140 – 209</td>
<td>50 – 79</td>
<td>560 –</td>
<td>2nd</td>
</tr>
<tr>
<td>1 (Elementary)</td>
<td>400 – 549</td>
<td>51 – 65</td>
<td>65 – 74</td>
<td>430 – 459</td>
<td>120 – 139</td>
<td>40 – 49</td>
<td>475 –</td>
<td>Pre-2nd</td>
</tr>
<tr>
<td>PRE-1 (Minimal)</td>
<td>350 – 399</td>
<td>NA</td>
<td>40 – 64</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>3rd</td>
</tr>
</tbody>
</table>

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、姊妹、叔（伯）父、叔（伯）母、従兄弟（姊妹）、甥、姪、義父、義母、義兄弟、義姊妹、継父、継母、継子、継兄弟、継姊妹、異母（父）兄弟、異母（父）姊妹、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いる項目欄（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が御了承下さい。

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?

[ ] YES  [ ] 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 members/relatives who are employed in the command where this position is located.

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
浦島太郎（伯父）

迄盗・器物破損

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、もしその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と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を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 自筆の署名

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<table>
<thead>
<tr>
<th>Position Title/Series</th>
<th>Grade/LPL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Analyst, MLC-21, BWT 1-6, LPL: 3</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Place</th>
<th>Number of position(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 Rescue Squadron/LGL, Logistic Manager, Kadena AB</td>
<td>1</td>
</tr>
</tbody>
</table>

**Summary of duties:**
Serves as the functional point of contact for day-to-day budget/financial issues. Works with MAJCOM and budget office counterparts to obtain, monitor, and track organization’s funds. Works closely with supervisors/managers and/or project managers in utilization of resources, resolving problems, and determining funding/resource requirements. Compiles findings and makes recommendations for development and implementation of procedures for financial management and budgeting functions in support of organizational programs/activities. Participates as a member of the Financial Working Group, making recommendations on funded and unfunded priorities, prepares justifications, and defending requirements. Attends the financial management board as required. Performs budget formulation, review, and preparation of budget estimates and financial plans. Reviews and analyzes budget requests to ensure their consistency, accuracy, and adherence to instructions. Researches, consolidates, and summarizes budgetary data from source documents, automated budgetary systems, accounting records, and reports for use in preparing budget estimates and annual financial plans. Performs budget execution and administration work involving the monitoring of obligations incurred and the actual expenditure of funds. Monitors, tracks, and review obligations, expenditures, reimbursable orders; and requests for allotments, identifying and reporting differences that are not in keeping with annual work plans. Performs as Organizational Defense Travel Administrator (ODTA). Performs as a Government Purchase Card (GPC) Agency/Organization Program Coordinator (A/OPC). Performs other related or incidental duties as assigned.

**Qualification Requirements:**
1. 1 year of specialized experience at the next lower level OR Bachelor's Degree or higher in related fields.
2. Knowledge of accounting files, accounting procedures, accounting system, accounts control regulations and procedures, accounting quality review procedures, cost accounting regulations, reimbursements and procedures and knowledge of military requisitioning.
4. Minimum of two years of experience as a budget analyst desirable, but not required.
5. Good working knowledge of various Microsoft program such as Word, Excel, Outlook, PowerPoint, etc.
6. Ability to speak, read and write English at fluent proficiency level - LPL-3 is required.
7. Ability to maintain a positive work atmosphere, exercising tact and diplomacy while achieving performance expectations.

**Job Related Requirements:**
1. May work outside of normal duty hours when requested/directed.

**Work Schedule:** Mon-Fri (40 hours per week), 0700-1600 (Recess: 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
Position Title/Series
Grade/LD
Housekeeper, IHA-2172, BWT 2-3, LD:  1

Work Place
18 FSS/FSVL, Lodging, Kadena Air Base

Number of position(s)
1

Summary of duties:
Performs any combination of cleaning duties to maintain recreational lodging and/or billeting facilities in a clean and orderly manner. Carries linens, towels, toilet items, and cleaning supplies, using wheeled carts. Makes guests’ beds and changes linens. Removes all soiled linens and towels from room. In such cases, keeps an inventory of the food and drinks the guests used and restock the refrigerator. Double check cleanliness of completed work area and placement of amenities in each complete guestroom before moving on to the next task. Replenishes all items within the rooms, including paper, pens, napkins, silverware, soaps, toilet paper, drinking cups, towels and blankets. Vacuums guestroom’s carpet and wipe down furniture and bed-boards according to standard in all assigned work areas. Double checks cleanliness of completed work area and placement of amenities in each complete guestroom before moving on to the next task. Replaces furniture, small appliances and light bulbs in area when required. Performs other related and/or incidental duties as assigned.

BASIC QUALIFICATIONS:
Qualification requirements emphasis is on the quality of experience, not necessarily the length of time. Although a specific length of time and experience is not required, you must show through experience and training that you possess the quality level of knowledge and skill necessary to perform the duties of the position at the level for which you are applying. Although a specific length of training and/or experience is not required, applicants must have sufficient training and experience, paid or unpaid, of sufficient scope and quality that fully provides the ability to perform the full range of duties of the position.

KNOWLEDGE, SKILLS AND ABILITIES: Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the following areas:
1. Must be a high school graduate or equivalent OR have experience in the related field.
2. Ability to speak, read, and write English at elementary proficiency level – LD-1. Good understanding of English language preferable.

Job Related Requirements:
1. Must be able to follow oral and/or written instructions involving duties with several distinct task or steps.
2. Must be in good health.
3. Must be able to lift and carry items up to 50 pounds.
4. Moderately heavy physical effort is required.
5. Heavy lifting, pushing, and moving furniture and working from ladders.
6. In contact with strong cleaning agents.
7. Danger of falls on slippery surfaces or when working on ladders and when using heavy power equipment.
8. Must be able to work weekends and holidays.
9. May have to work outside of normal duty hours if requested.

Work Schedule: Irregular Work Schedule - Mon-Sun (40 hours per week), 0800-1700 (Recess: 1200-1300)

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) 免許証等のコピー: As underlined above. 上記下線部参照

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Position Title/Series: Fire Chief, Assistant (Aircraft), MLC-3100, BWT 3-6, LPL: 2
(Those who applied for VA 13-OKI-19 need not to apply this time)

Work Place: 18 CES/CEF, Emergency Service Operations Flight, Kadena AB
Number of position(s): 2

Summary of duties:
Performs as Incident Commander during emergencies and mutual aid responses. Serves as Senior Fire Official and shift supervisor for operations in the absence of the Fire Chief, Deputy Fire Chief or Assistant Fire Chief. Assists Fire Chief in administering entire operation of the fire department by planning, scheduling and conducting training. Provides all personnel training on firefighting procedures, confined space rescue, hazardous material incident and medical response. Leads and participates in aircraft and building familiarization, crash fire drills, egress rescue training, confined space rescue drills, hazardous materials incident drills, medical response exercises and structural fire drills. Tracks members training attendance using mandated computer software. Assists training section with the monitoring of comprehensive training program and firefighter certification program to ensure effectiveness and compliance. Serves as a liaison between Kadena Fire and Emergency Services Flight, Japanese Air Self Defense Force (JASDF) and local city fire departments. Directs the operations of firefighting vehicles such as puffers, aerial ladder trucks, and crash-rescue trucks. Conducts fire prevention inspections and enforcement of fire prevention regulations. Provides immediate oversight and direction, as shift supervisor, of day-to-day operations at two or more fire stations for an assigned shift. Supervises 24 Master Labor Contract (MLC) members assigned to shift, each including three Crew Chiefs, seven Driver-Operators, and fourteen firefighters. Conducts scheduling of personnel and ensures required staffing levels for all fire apparatus when assigned. Coordinates on military/civilian leave for scheduling. Tracks MLC time keeping for personnel on leave status. Plans and assigns work to be accomplished by subordinates based on priorities and deadlines, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Performs other related or incidental duties as assigned.

Qualification Requirements:
1. Work experience at Fire Crew Chief (or equivalent) at the next lower level.
2. Must have or be able to obtain below indicated certifications within 1 year from the hiring date:
   - Fire Officer II
   - Fire Inspector I
   - Fire Instructor I
   - Hazmat Incident Commander
   - Airport Firefighter
3. Must be able to pass a security background investigation.
4. Ability to speak, read and write English at average proficiency level – LPL: 2.
5. Skill in operating personal computer applications such as Microsoft Office.

Physical Requirements:
1. Must be in good physical health to perform duties as a firefighter
2. Must work under all type of weather condition, hazardous environments and stressful work conditions
3. Must be able to pass Mask Fit Test to use of a respirator.
4. Must not have color blindness and/or weakness, and good depth perception IAW NFPA 1582.
5. No history of mental disease, person of strong physique for overcome with harsh conditions and strenuous training.
6. No acrophobia and claustrophobia (Acrophobia Test: Climb the ladder, Claustrophobic Test: Panic test in the confined space).

Work Schedule:
- Intermittent Shift Schedule.
- One shift segment: 24 hours from 0800 to 0800 next day (24 hours rotating shifts work to include weekends and holidays).
- Daily Work Hours: 0800 - 22:00 / 0500 - 0800
- Lunch 1130 - 1230 / Standby / Rest Time 2200 - 0500
- Roll Call / Shift Change at 0755
- Holiday Work Schedule: 16 hours from 0000 to 1600 (this schedule is utilized on holidays to grant employees to be off duty without charging their annual leave)
- Designated rest day: Shift off every 2 weeks (Sun – Sat)

Special Factor: 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. Incumbent is considered as emergency responders and critical to the mission. As such, the employee would be ineligible for recall to Japan Self Defense Force (JSDF) active duty.

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）
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