

<h2 style="text-align: center;">厚木基地空席広報</h2> <h3 style="text-align: center;">VACANCY ANNOUNCEMENT</h3> <p style="text-align: center;">Please submit new MLC/IHA application Form from US Navy Yokosuka Web Page. 応募用紙は、米海軍横須賀ホームページ記載の新書式をお使い下さい。 http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html</p>		広報番号 Announcement No.	A-16-071
		初回選考締切日 1 st Cut Off Date	19 Oct 2016
		募集締切日 Closing Date	Open Until Filled
		発行日 Date of Issue	12 Oct 2016
1. 職種名 Job title (等級 Grade 1-5 / 語学能力級 LPL-3) <h3 style="text-align: center;">Administrative Specialist #10</h3> <p style="text-align: center;">(管理専門職)</p>	募集人数 No. of Recruitment <h3 style="text-align: center;">1 名</h3>	4. 募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant	
低い等級での採用の可能性 <input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes Acceptance at Lower Grade			
<input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Trade & Service <input type="checkbox"/> 保安・消防系 Security & Fire <input type="checkbox"/> 医療系 Medical			
2. 部隊 Activity U.S. Naval Air Facility, Atsugi Fleet And Family Support Center 勤務場所 Working Place: 綾瀬市厚木基地 Ayase, Atsugi Base		5. 雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (NTE:)	
3. 勤務時間 Work Schedule (週 40 時間制 hr/wk) 勤務日 Work Day: Mon – Fri 勤務時間・休憩 Work Hours / Recess: 0745-1630 / 1145-1230 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6. 職務内容 Duties Following job description is for the Fleet and Family Support Center (FFSC) Administrative Manager position. Incumbent is responsible for managing and coordinating all administrative needs, correspondence preparation and related manpower, scheduling and logistical support requirements for the FFSC Director and staff of 25 civilian personnel. Establishes and implement internal procedures for administrative processing of all incoming and outgoing FFSC reports and correspondence. Responsible for monitoring for correct preparation of all reports, correspondence, memorandums and other official products leaving the FFSC under the signature of the Director, or their appointed representative. Maintains control over all official incoming action documents and other correspondence. Routes original correspondence to Director, with copies to cognizant Division Heads. Establishes a tickler system and internal follow-up procedures to ensure all action dates are complied with. Submits remainder notices to Director and action Division Head(s) five days prior to response due date. Oversees maintenance of FSC master files on correspondence, personnel recruitment and job action documents, official message traffic, facsimile receipts, and other necessary administrative paperwork. Responsible for ensuring all files are maintained in accordance with Navy filing system standards, and for purging files on a cyclical basis, as established by higher authority or local procedures. Oversees time-keeper functions of appointed staff members ensuring all USCS and MLC timecards are reviewed and submitted to the Director for signature in a timely manner. Ensures all leave requests and compensatory time sheets			

6. 職務内容 Duties (Cont'd)

are properly prepared, securely retained and submitted along with timecards at appropriate time. Conducts training for FFSC clerical personnel on timecard management. Retains a file of copies of timecards submitted for review by staff personnel with questions pertaining to time-keeper submissions.

Independently consolidates approved material requirements from FFSC staff members, preparing appropriate supply requisition forms and correspondence to facilitate material ordering accomplishment. Establishes and maintains quarterly fund allocations for FFSC support materials, monitoring requests and expenditures, providing the Director with periodic status reports on account balances. Ensures retention of a ready-stock of high usage office supplies and other administrative support materials necessary to the efficient running of FFSC operations. Conducts training for other administrative personnel on requisition preparation and processing procedures.

Provides Executive Secretary judgment and initiative in maintaining Director's appointment calendar. Independently schedules majority of Director's appointments, meetings and conferences, managing all rescheduling when required. Makes arrangements for various inter-departmental and inter-command meetings, boards and conferences. Schedules appropriate spaces and ensures all cognizant parties are apprised of dates, times and requirements necessary. Takes minutes and provides written documentation for meetings chaired by the Director. Collects and collates materials, preparing required reports, with enclosures, for dissemination to all concerned offices and participants.

Maintains a current working knowledge of procedures and requirements pertaining to official travel policies for both USCS and MLC employees. Prepares all staff travel orders, both USCS and MLC, requiring liaison with HRO, Comptroller and Japanese Labor Officer personnel. Ensures travel arrangements, travel advances, lodging and rent-a-car reservations of each official traveler have been met or accounted for in advance of members departure. Handles staff personnel questions involving travel concerns, prepares and files travel vouchers, ensuring necessary documentation is included, and following up in expediting liquidation of outstanding claims.

Manages department's personnel administrative actions, prepares and submits all SF 52 (Requests for Personnel Action) to the Director for submission to the Human Resource Office. Initiates and assists responsible Division Heads in preparation and submission of recruitments, reassignments, promotions, and other career documentation for all staff members. Keeps the Director apprised of progress of personnel action in process, liaising closely with the HRO staff.

Responsible for utilization, maintenance and control of supplies, facilities and equipment for the FFSC. Acts as sole point of contact in management of cleaning contact, security key control, trouble-call submission and follow-up and support needs for minor property and contracted equipment retained by the FFSC.

Receives telephone calls, greets visitors, and ascertains the nature of the calls, or visits. Based upon the nature of the organization and its programs and operations, refers telephone calls and visitors to the appropriate staff or external agency. Personally answers customer requests for information, provides assistance with paperwork, locates and selects appropriate references and procedures for application to specific questions. Other jobs and administrative requirements deemed necessary in the performance of the duties of an Administrative Manager.

Performs other incidental duties as assigned.

7. 資格要件／身体条件 Qualification/Physical Requirements

* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1.
(Please see last page for LPL)

#1 項に示された語学能力級レベルに相当する英語の語学能力が必要となります。(最終頁参照)

- One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-years college/university in a related field.
- Skill in operating Microsoft Office Suite (Word, Excel and PowerPoint).
- Ability to speak, read and write both English and Japanese at fluent proficiency level.
- Knowledge of basic principle, rules and procedure for processing personnel, privacy and sensitive documents and information.

Non-Japanese Applicants: Only those who possess permanent residential status are eligible. Please attach a copy of Residence Card (both front and back sides) and copy of your passport to your application.

Former US Military Members: Please attach DD Form 214 Copy (Member-4 copy) to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered.

- SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment.

*A handicapped applicant may be accepted, depending upon the degree and kind of disability.

学歴 Educational Background : See block #7

免許証／修了証 License/Certificate Required : See Block #7

8. 提出するもの Application and Associated Documents

- * 空席応募用紙 Application for Vacancy Announcement (HROY Form 1)
- * 専門職務経歴書 Resume of Specialized Work Experience (HROY Form)
- * の記入は Complete * in 日本語で Japanese 英語で English どちらでも Either

- 各免許証・資格証明書・修了証明書のコピー(7欄要件に該当ある場合) Copy of license/certificate (if any in block 7 applies).
- 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。
 Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.
- 82円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒(12cm x 23.5cm) <選考結果通知用>
 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) <For selection Notice>
- 日本国籍以外の方は、在留カード(両面)及びパスポートのコピー For non-Japanese citizen applicants, a copy of Residence Card (both front and back) and Passport.
- 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』
 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"
- DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
Current USFJ Employee 現従業員 問合せ先： 在日米海軍厚木基地人事部 CNRJ HRO DSN 264-3624 / 3427 / 3425 ☎046-763- 3624 / 3427 / 3425	Current USFJ Employee 現従業員 提出先： 〒252-1101 神奈川県 綾瀬市 在日米海軍厚木基地人事部 HRO BOX12 Ayase-Shi, Kanagawa-ken CNRJ HRO Box 12 〒252-1101	PDNO: NAFATG-N911-012

* 履歴書及び添付書類は締切日午後三時までに上記住所必着のこと。Send application and attachments to above address by 1500 of the Cut Off/Closing date of the announcement.

* 応募時点で規定の雇用資格を満たしていない、又は書類不備の応募者は選考の対象となりません。Ineligible applicants or incomplete applications will not be referred for consideration.

* 提出された応募書類はお返ししません。Submitted applications will not be returned.

* 初回選考締切日以降は、選考決定により締切となることがあります。After 1st Cut Off Date, announcement may close due to decision of selection.

* 応募書類の書式は以下の URL よりダウンロードできます。Forms for application are available for download on our web site http://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL 語学能力級	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準 1 級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。