



<input checked="" type="checkbox"/> <b>空席応募用紙</b> Application for Vacancy Announcement (HROY Form 1) <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> <b>専門職務経歴書</b> Resume of Specialized Work Experience (HROY Form) (上記と同じ言語で, Same language as above) <input checked="" type="checkbox"/> 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" <input checked="" type="checkbox"/> 運転免許証の写し Copy of GOJ Ordinary Driver's License (A/T limited is acceptable.) <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し 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. <input checked="" type="checkbox"/> 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) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 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 applicant, copy of Residence Card (front & back) and Passport. <input checked="" type="checkbox"/> DD-214 Copy (Member-4 copy) only for former U.S. military personnel.	
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**9. 応募書類提出先 Office to Submit**

**内部応募者 (現 MLC/IHA 従業員) と外部応募者 (非従業員) では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.**

**(注意) 上記項目 4 番の "募集範囲" が現 MLC/IHA 従業員の場合、外部応募者 (非従業員) からの応募書類は無効となりますのでご注意ください。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.**

**1. 内部応募者 (現 MLC/IHA 従業員) 提出先 :**

〒857-0056  
佐世保市平瀬町  
米海軍佐世保基地民間人人事部雇用課  
内線/Extension 252-3656/3660  
受付時間 Operating Hours : 0800 - 1600

**Current MLC/IHA Employees must submit to:**

〒857-0056  
Hirase-cho, Sasebo City  
CNRJ HRO Sasebo Satellite Office  
MLC/IHA Employment Branch, Bldg# PW47

**2. 外部応募者 (非従業員) 提出先 :**

〒857-0056  
佐世保市平瀬町 3-1  
独立行政法人 駐留軍等労働者労務管理機構 佐世保支部  
電話番号 Phone : 0956-23-7191  
受付時間 : 午前 9 時 - 午後 5 時、月曜日 - 金曜日 (日本の祭日を除く)  
Operating Hours: 0900 - 1700, Monday - Friday (except Japanese Holidays)

**Off Base Applicants must submit to:**

〒857-0056  
3-1 Hirase-cho, Sasebo City  
Labor Management Organization, Sasebo Branch

**10. 事務処理欄 For Official Use**

募集部隊担当 Activity POC : NAVFAC FE, PWD Sasebo, Financial/Admin Svc Div	軍電 (DSN) 252-3411
<b>PD No.: FEC-PRS221-005</b>	PD is accurate and current. Certified by Activity: <b>mt</b>
	HRO: (rcvd: 7/15) tm 7/18

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
提出された応募書類はお返ししません。Submitted applications will not be returned.  
募集締切日 16 時(午後 4 時)必着です。Eメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.  
人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.  
HRO の建物(建物番号 PW-47)1階、正面出入り口を入れて右の壁に 内部応募者用の投函口が設置してあります。投函される場合は応募締め切り日の16時(午後4時)までにしてください。Job applications may be dropped in the designated HR "Drop Box" located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.

応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。 Forms for application are available for download on our web site. Please submit updated application.

([https://www.cnic.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_JN\\_Forms.html](https://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_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:

<u>LPL</u> 語学能力級	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 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 流暢な能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的な能力を要する	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: 米国内閣令 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。

## TASK LIST:

1. As a Purchasing and Contract Assistant to the Senior MLC Contract Specialist (PRS221), within the Naval Facilities Engineering Command, PWD Sasebo, Facilities Engineering and Acquisition Division, Acquisition Branch (PRS22).

2. The incumbent will perform the following tasks:

a. Assist in performing administrative efforts in all pre-and post-award actions for construction and facilities-related requirements. Such as, assisting in the preparation and issuance of solicitation documents, i.e., invitations for bids, request for proposals and contract amendments.

b. Attend bid openings; record bids onto abstract bid form.

c. Execute documents utilizing eContracts, Procurement Desktop 2 (PD2), Financial Information System (FIS), Contracting Officer Representative Tool (CORT), Wide Area Work Flow (WAWF), Contracting Performance Assessment Reporting System (CPARS), System for Award Management (SAM) and other contract related software systems as needed.

d. Familiar with United States laws, regulations and procedures pertinent to this position including the Federal Acquisition Regulations (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), the NAVFAC Acquisition Supplement (NFAS), Navy Marine Corps Acquisition Regulation Supplement (NMCARS) directives and instructions issued by NAVFAC Pacific and NAVFAC Far East.

e. Perform a variety of clerical and technically oriented duties in support of Procurement activities involving small purchase and formal contracting procurement of facilities support services contracts, construction contracts, and vehicle/equipment procurements. Research proper acquisition methods, processes and regulations utilizing the NAVFAC Business Management System and various acquisition regulations. Conduct acquisition planning. Prepare contractual documents including reviewing scopes of work, generating Requests for Quotes (RFQ) / Requests for Proposals (RFP), issuing purchase orders, modifications, amendments, etc. Establish and maintain contract files. Ensure all pertinent documents are included and filed in the appropriate contracts, reviewing completeness and accuracy in accordance with the rules and regulations of government contracting. Types of contracts and task orders awarded and administered are usually within the Simplified Acquisition Procedures (SAP) threshold. Coordinate Site Visits and Pre-Proposal Meetings. Forward Offeror questions to cognizant technical representative for timely responses. Check "debarred" list to ascertain whether contractors being considered for award is currently debarred or suspended and notifies supervisor if one is found. Contacts businesses and other government agencies for references of contractor work performance and financial resources. Prepare pre/post-negotiation memorandum or price negotiation memorandum (PNM); conduct negotiations / discussions with assistance from technical personnel and Senior Contract Specialists and /or Contracting Officers. Request price proposal confirmation from apparent awardees. Works with non-acquisition representative such as Contracting Officer's Representatives (CORs), Performance Assessment Representatives (PARs), Contracting Officer's Authorized Representatives (COARs), Engineering Technicians, finance personnel, safety personnel, counsel, subject matter experts and customers to insure appropriate and adequate funding is received, and input funding data into the NAVFAC funding processing system for funds acceptance. Prepare award document and all supporting documentation. Input relevant DD350/CAR reporting data in to PD2. Distribute award document to all concerned parties. Tracks contract through reviewing officials making revisions as needed.

f. Close out assigned contracts and task orders.

3. The incumbent will also perform office administrative functions which may include the following tasks:

a. Receive visitors and incoming calls, determine the nature of the inquiry, and provide requested information or refers to appropriate employee. Give information on bids, quotations, and bid results. Answer questions from prospective bidders as necessary ensuring that dissemination of information does not give bidder an unfair advantage. Prepare personnel administrative records such as timesheets, timecards, overtime sheets, temporary duty travel arrangements, and personnel records and other reports (man-hour labor) in connection with payroll. Assure that time recording is accomplished, that signatures are obtained, and verify leave availability, and absence/presence of employees. Types various personnel action forms such as SF-52s, DD-1556s, and MLC Personnel Action Requests.

b. Coordinate TAD travels of office members and visitors. Prepare travel orders, make reservations, reserve cars, etc. (learn usage of Defense Travel System). Make travel settlement package after completion of travels.

c. Utilize computer terminal, printer(s) and applicable word-processing or database software to accomplish various assigned work. Type letters, memoranda, reports, and other miscellaneous documents. Work from simple and complex rough drafts and corrected copy. Use established database system software, such as FIS and eContracts, to create reports monthly, quarterly and yearly WIP reports to support manpower.

d. Maintain tracking system for contractual actions, i.e., payments, awards, modifications, and task orders by using Microsoft Word and Microsoft Excel. Receive, log, and verify all invoices submitted by contractors and forward to appropriate personnel for processing. Assist contract specialist in the processing of invoices, when needed. Post WIP in FIS. Deliver and pick up contract documents and mail daily.

e. Purchase various office supplies from government/commercial vendors using Government Purchase Card. Take related actions as a Government Purchase Card holder, i.e., coordinate with Comptroller. Track funding of General Fund office supplies and purchase required items for the Acquisition Branch and Construction Section.

f. Knowledge of the Navy Correspondence manual is required. May have to review and edit correspondence from other personnel within the branch. Requires an advanced command of the English language.

g. Perform other related or incidental duties as assigned.

h. Position requires Ordinary Driver's license to accomplish tasks such as site visits and market surveys. A/T limited is acceptable.