



## 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 従業員のみの場合、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 : CFAS Administrative Department

軍電 (DSN) 252-3184

PD No.: CFAS-N04C-012

PD is accurate and current. Certified by Activity: YK

HRO: (revd: 2/23) tm 2/24

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、正面出入り口を入って右の壁に 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)までにご確認ください。 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\\_Jobs/JN\\_Forms.html](https://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html))

## 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。

## TASK LIST

Introduction: This position is located at Administration Department, Commander Fleet Activities Sasebo (CFAS). Under the general supervision of the Administration Officer and/or Office Manager, the incumbent performs general and specialized office automation duties requiring specialist knowledge of office automation hardware and software applications and performs routine administrative tasks within the parameter of established policies and guidelines regarding office management, program management, and administrative support. Work is reviewed for soundness of judgment, adherence to program requirements and effectiveness in meeting goals and objectives. Supervisor provides additional guidance on unusual circumstances as needed.

### Major Duties and Responsibilities:

1. Prepares, reviews, and processes a variety of correspondence including award recommendations, letters of commendation or recommendation, special requests, and other various individual and command correspondence as necessary. Operates advanced office automation equipment and software programs such as eKM, Adobe Pro, and MS Access to track and process most correspondence they will be dealing with. Completes various forms related to personnel and administrative actions such as military and civilian evaluations using reference publications for proper completion, and follows up with appropriate personnel on questions relating to these matters. Using various databases and office automation products, establishes necessary controls, including internal controls to ensure compliance with governing regulations, directives, and policies.
2. Operates office automation equipment and uses a variety of software applications (e.g. word processing, spreadsheets, graphics, forms, database management, electronic mail, etc). Develops formats, and data queries to automate recurring material and simplify document and reports generation and data input. Prepares draft and final form a variety of material to include correspondence, charts, graphs, messages, reports and forms.
3. Assists Administration Officer and/or Office Manager in the management of directives program and coordinate monthly review of command instructions via CFAS departments/tenant commands and follow up with appropriate departments and tenant commands for appropriate action. Manage and maintain a current command's directives database listing and pertinent command website where CFAS directives are published.
4. Assists Administration Officer and /or Office Manager in program management of military travel coordination including PCS and TAD/TDY travel, emergency travel, MEDEVAC, RAT, student travel, etc for CFAS and tenant commands.

Performs other related or incidental duties as assigned.

\*Must have GOJ ordinary vehicle license to drive a government vehicle (A/T limited is acceptable) for NEXMART shopping, post office run, etc.