佐世保基地空席広報
VACANCY ANNOUNCEMENT

広報番号： Announcement No.	25-2016-FLCY-SA(001)
募集締切日: Closing Date	18 Mar 16
発行日: Date of Issue	7 Mar 16

1.職種名 Job title **(等級** Grade 4 **／語学等級** LD 2 **)**

Stock Control Clerk, #342
(貯蔵品管理事務職)
採用可能な下限等級 Acceptable trainee level:
Stock Control Clerk, #204, 1-3

☒ 事務系 Administrative ☐ 技能系 Blue Collar Trade ☐ 保安系 Security ☐ 医療系 Medical

募集人数 No. of Recruitment: 1 名

4.募集範囲 Area of Consideration (AOC)
☒ I. 現 MLC/IHA 従業員（部隊内）
Current MLC/IHA Employee within Activity
☒ II.現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
☒ III.現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
☒ IV.外部 Off Base Applicant

2. 部隊 Activity: NAVSUP FLCY Detachment Sasebo, Industrial Support Division
勤務場所 Working Place: 佐世保市立神町 Tategami-cho, Sasebo

5.雇用の種類 Type of Employment
☒ MLC
☐ IHA ☐ HPT
☒ 常用 Permanent
☐限定 Limited Term **(** ___ヵ月 Months **)**

3.勤務時間 Work Schedule **(** 週 40 時間制 hrww **)**
勤務日 Work Days: Mon-Fri
勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245
☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

6.職務内容 Duties
Please see attached task list.

7. 資格要件／身体条件 Qualification/Physical Requirements
a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience completion of 4-years college/university in any field may qualify him/her at 1-4 level.
b. Knowledge of every supply clerical and administrative transactions and process flow.
c. Skill in operating personal computer such as Microsoft Word, Excel and Outlook.
d. Ability to speak, read and write English at average proficiency level (LAD-2).

*An applicant who does not fully meet the qualifications stated above may be considered at 1-3 level as below:
a. At least one year of general work experience OR completion of 2-years junior college/2-year of technical school or 4-year degree in any field.
b., c. and d. are the same as above.

Overtime may be required of the incumbent at management's direction.
Handicapped applicants may be accepted, depending upon the degree and kind of disability.

英語力 English Language Proficiency： ☐必要なし None ☐初級 Basic ☒中級 Intermediate ☐上級 Advanced ☐特段の能力 Exceptional

学歴 Educational Background：See Block 7 | 免許証／修了証 License/Certificate Required：7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents	職務状況 Working Condition
☒ **空席応募用紙** Application for Vacancy Announcement (HROY Form 1) (☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either) ☒ **専門職務経歴書** Resume of Specialized Work Experience (HROY Form) (上記と同じ言語で, Same language as above) ☒ 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” ☐ 運転免許証の写し Copy of Driver's License ☐ 修了証／証明書の写し Copy of Certificate ☒ 英語の能力を証明するもの（写し） Anything to certify English Proficiency (Copy) ☒ 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.) ☒ 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy	

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下さい。 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:
横須賀艦隊補給センター佐世保支所 資源管理部/Code 434
NAVSUP FLC Yokosuka, Site Sasebo, Administration Branch/Code 434
軍電 (DSN): 252-3362

PD No.: FLCY-454.1-003	PD is accurate and current. Certified by Activity: C434	HRO: (rcvd: 2/18) tm2/24

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_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
Stock Control Clerk, #342, BWT 1-4

Performs clerical work involved in the documentation control of the replenishment, receipt, storage, transfer, adjustment and issue of material.

1. Stock level maintenance: Determines reorder points and quantities, project codes/priorities in commodity categories which require analysis of lead time, trend of demands and issues and future requirements.

2. Initiates requisitioning action to local sources for urgent items not carried in stock determines action to effect transfer of excessive quantities of material or items in stock.

3. Processing and editing request: Edits requests for critical items or these in short supply, regulated items or those of a problem nature and excessive quantities or those in need of assigned commodity category justification.

4. Reviews requests for correct stock number data, substitutes and justifications, investigate and determine warehouse refusals. Provides information regarding availability of items, expected arrival dates of due-in material, etc. Communicates with Planning Division, SRF Yokosuka Detachment Sasebo concerning critical material on order.

5. Inventory adjustment: Conducts investigations of history and record balances not agreeing with inventory accounts of items. Checks issue, receipt and other documents relevant to discrepancies detected during investigations.

6. Receipt control: Reviews documentation for discrepancies as to incomplete shipment, qualities, canceled orders, loss in shipment, etc. Determines subsequent corrective or authorization action and initiates such action.

Performs other related or incidental duties as assigned.