

# 佐世保基地空席広報

## VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	46-2016-FLCY-SA(001)
募集締切日: Closing Date	2 May 16
発行日: Date of Issue	18 Apr 16

<p><b>1.職名、職番、給与表</b> Job title, Job No. &amp; Basic Wage Table (BWT):  <b>Procurement Clerk, #158</b>          (貯蔵品管理事務職)          目標等級/語学能力級 Target Grade &amp; Language Proficiency Level (LPL): 等級 Grade-1-4, 語学能力級 LPL-2</p> <p>採用可能見習い等級/語学能力級 Acceptable trainee level: N/A</p> <p><input checked="" type="checkbox"/> 事務系(BWT-1) <input type="checkbox"/> 技能系(BWT-2) <input type="checkbox"/> 保安系(BWT-3) <input type="checkbox"/> 医療系(BWT-5, 6)</p>	<p>募集人数 No. of Recruitment</p> <p>1名</p>	<p><b>4.募集範囲</b> Area of Consideration (AOC)</p> <p><input checked="" type="checkbox"/> I. 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity</p> <p><input checked="" type="checkbox"/> II. 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</p> <p><input type="checkbox"/> III. 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</p> <p><input checked="" type="checkbox"/> IV. 外部 Off Base Applicant</p>
<p><b>2. 部隊</b> Activity: NAVSUP Fleet Logistics Center Yokosuka, Regional Services Department, HAZMAT Division, Sasebo Branch          勤務場所 Working Place: 佐世保市立神町 Tategami-cho, Sasebo</p>	<p><b>5.雇用の種類</b> Type of Employment</p> <p><input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT</p> <p><input checked="" type="checkbox"/> 常用 Permanent</p> <p><input type="checkbox"/> 限定 Limited Term ( ___ヵ月 Months )</p>	
<p><b>3.勤務時間</b> Work Schedule ( 週 40 時間制 hrww )          勤務日 Work Days: Monday-Friday          勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245  <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel</p>		
<p><b>6.職務内容</b> Duties Please see attached task list.</p>		
<p><b>7. 資格要件/身体条件</b> Qualification/Physical Requirements</p> <p>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.</p> <p>b. Knowledge of supply clerical and administrative transactions and process flow.</p> <p>c. Skill in operating personal computer such as Microsoft Word, Excel and Access.</p> <p>*Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1.          #1.項に示された語学能力レベルに相当する英語の語学能力が必要となります。          Handicapped applicants may be accepted, depending on the degree and kind of disability.</p>		
<p>学歴 Educational Background : See Block 7   免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 &amp; 8</p>		

8. 提出するもの Application and Associated Documents	職務状況 Working Condition
<p><input checked="" type="checkbox"/> 空席応募用紙 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</p> <p><input checked="" type="checkbox"/> 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)</p> <p><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"</p> <p><input type="checkbox"/> 運転免許証の写し Copy of GOJ Driver's License</p> <p><input type="checkbox"/> 修了証/証明書の写し Copy of Certificate</p> <p><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.</p> <p><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.)</p> <p><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 &amp; back) and Passport.</p> <p><input checked="" type="checkbox"/> DD-214 Copy (Member-4 copy) only for former U.S. military personnel.</p>	

**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:  
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

<b>PD No.: FLCY-424-002</b>	PD is accurate and current. Certified by Activity: Code 434	HRO: (rcvd:3/23 ) tm 3/24
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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.cnrc.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](https://www.cnrc.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							
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### **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**

### **Procurement Clerk, #158, BWT 1-4**

This position is the regional Hazardous Material (HAZMAT) direct support representative in the HAZMAT Division, HAZMINCEN Branch, Sasebo Detachment. This position will provide direct support for CHRIMP services under the provisions of COMFISCSINST 5090.1: Hazardous Material Control and Management (HMC&M) Program for customers working and operating in the Western Pacific and Indian Ocean (Far East) Region.

1. Performs open Market Purchases with the Government Purchase Card (GPC), up to \$25,000. Compiles data and prepares solicitations for written requests using Government Designated System/s (GDS). Obtains quotations over the phone, by e-mail or in person. Analyzes and evaluates offers received based on terms, specifications, prices, delivery dates and material offered. Conducts negotiations and prepares negotiated contracts for GPC purchase. Inputs procurement data into the Government Designated System/s and prints out Purchase Orders (PO). Files the POs and maintains the procurement record files for each transaction. Prepare and submit a request for contractual procurement form (Navy Comptroller 2276: NC2276) for requirements that are over the single purchase limitation of \$3,000 and \$25,000 billing cycle over 30 days to FISC Contracting Office for procurement action. Must abide by the Federal Acquisition Regulation (FAR) concerning all GPC business transactions and processes.
2. Reviews PRs and Purchase Orders (PO) received to ensure proper technical/financial edits are completed. Converts PRs to POs utilizing GDS for all local NSN and Navy Stock Items (NSI) requirements. Performs the initial NSN requisitions submission via One Touch Support (OTS), and conducts Material Outstanding Validation (MOV) on outstanding materials; tracking, verifying need, and providing status to customers. Inputs the initial requisition status in the Requisition Status Table by checking status on OTS. Reviews the various data outputs to determine erroneous entries and performs the necessary corrective actions based on the original input documents. Registers new local NSN and NSI in GDS. Prepares DD Form 1348 or the necessary document for materials sent to Recycle/ DRMO. Prepares DD Form 1348 and coordinates with customers and FISC Customer Service in performing Walk-Thru requirements as required. Prepares turn-in and shipping documents for materials being transferred to other Navy and DOD activities.
3. Maintain files in the outstanding folder. Checks the delivery date and follows up shipping status to the vendor as required. Files delivery tickets/invoices in each outstanding folder and sends complete files to the Receipt Control Section to close procurement data. Pulls out files with Citibank's Monthly Account Statement to prepare for the AO's monthly review and the APC's Semi-annual review.
4. Acts as the alternate FISC Standard Procurement System (SPS) user, creating Purchase Requests (PR) for Delivery Orders of Indefinite Delivery Type Contract (IDTC). Create POs using GDS/s. Maintains the necessary purchase to vendors. Files DO to the outstanding files. Receives invoices from vendors and distributes original delivery ticket, invoice, and DD Form 1149 to the FISCY Comptroller and maintain file.
5. Performs other related or incidental duties as required in the performance of HAZMINCEN mission.