

<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 type="checkbox"/> 英語で English <input checked="" type="checkbox"/> どちらでも Either <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) <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 Driver's License (GOJ ordinary driver's license (A/T limited is not acceptable.), GOJ large-sized special purpose driver's license) <input checked="" type="checkbox"/> 修了証/証明書の写しし Copy of Certificate (GOJ Forklift Training Certification) <input checked="" type="checkbox"/> 英語の能力を証明するもの (写し) Anything to certify English Proficiency (Copy) <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	Work site and/or work schedule may be subject to change due to operational requirement.
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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 : DLA Distribution Yokosuka Japan, Sasebo Detachment, Admin Office 軍電 (DSN) 252-3187/3423

PD No.: DDYJ-J3S.12-001	PD is accurate and current. Certified by Activity: YM	HRO: (rcvd: 1/28) tm 1/29
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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、正面出入り口に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)

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。

Rev: 12-4-15

TASK LIST

Job Title: Forklift Operator

Job Number: MLC-2111

Grade: BWT-2-6

Activity: Defense Distribution Depot Yokosuka, Japan

Division: Sasebo Division

Branch Storage Branch / Transportation Branch

Task No. Task HrsPerWeek

1. FORKLIFT OPERATOR (Job# 2111) Operates electric or gasoline-powered mobile forklift trucks with solid or pneumatic tires, to move, load or unload, transfer, transport and stack or unstack heavy supplies both in and out of doors. May be required to operate in close quarters. Makes decisions as to placing of forks and manner of stacking to insure strongest support. Assists warehousemen by participating in such manual labor work as involved in loading, unloading, carrying and stacking of supplies. Performs operator's maintenance and minor emergency repairs. Fills in equipment operational record and accident report as required. Must have valid GOJ motor vehicle operator's permit for special purpose automotive equipment, and either a GOJ certificate of completion of officially designated training course or a GOJ certificate duly testifying capability for operation of forklifts with a lifting capacity of 3 metric tons or more. Performs other related or incidental duties as assigned.

2. WAREHOUSEMAN-DELIVERYMAN (Job# 2404) GENERAL: Performs duties involved in the physical receipt, storage, and delivery of supply items with responsibility for the selection of storage spaces, and consolidation and rewarehousing of stock applying knowledge of proper storage methods as they pertain to various property classes. The incumbent is required to operate vehicles under 4-ton capacity for delivery and pick-up of supply items. DUTIES AND RESPONSIBILITIES: Receives property and checks items against document for quantity, nomenclature and condition. Periodically examines stock in storage for necessary technical order compliance. Lists these items and forwards to organizations handling the repair and modification of items. Enforces safety procedures in storage area. Selects items or material to fill orders upon receipt of issue slips. Refers to locator cards for location. Makes physical count of items and consolidates inventory report. By operating automotive vehicles such as van, pick-up, and panel trucks under 4-ton capacity for at minimum of 25% of his scheduled work hours, transports items from warehouses or storage areas to using customers or from using customers to warehouses or storage areas. Loads and unloads, or assists in loading and unloading, checking received or delivered items against accompanying documents to insure that correct items are received or delivered in quantity indicated. When loading and unloading, insures that cargo is properly placed and secured, and that load capacity is not exceeded. Performs operator's maintenance such as replenishing fuel, oil, grease, water, air and battery fluids as required_ cleans inside and outside of vehicles. Completes trip ticket and operator's maintenance service records, and in case of accident, completes driver's accident report. Performs other related or incidental duties as assigned. OTHERS: Appropriate licensing requirements must be met.

3. PACKER (Job# 2205) Packs stock items and parts for storage and shipment by air, water, rail and truck. Compares line items received against accompanying shipping documents for correct stock number, nomenclature and quantity. Selects proper container such as cardboard, cartons, wooden boxes or open crating. Wraps and places items in container using such cushioning materials as shredded paper, waste cotton, felt, rubberized horse hair, etc. Uses braces to secure items and straps packed containers. Applies special markings, labels, and stenciling to container. Weighs and measures shipment. Fills out packer's work sheet listing number of each container, weight, cube and other specialized information. May apply corrosion preventive compounds on items to prevent rust and / or deterioration during storage or shipment. Receives work assignments from packing shop foreman. The work requires active walking, bending, stooping, standing and heavy lifting. Performs other related or incidental duties as assigned.

4. **STOCK CONTROL CLERK (Job# 204)** Performs clerical work involved in the documentary control of the receipt, storage, transfer, replenishment, adjustment, and / or issue of stock or property items. Performs one or more of the following typical duties: Records Maintenance; Extracts and posts to stock control and / or property records, data concerning stock identification and status (stock numbers and nomenclature, document identification and data of action, unit of issue, authorized substitute and interchangeable items, etc.). Establishes records for new stock items by researching catalogs, manuals and pricing guides. Computes average prices, extensions and quantity balances. Stock Level Maintenance; Establishes and maintains Stock Record Cards, Balance Cards, Due-in and Due-out Cards, and Work Orders Cards for all assigned property classes. Reviews stock records to determine items needing replenishment to bring balances up to authorized levels or to meet demands, and initiates requisitions. Establishes stock levels by use of such factors as production estimates, issue histories, seasonal requirements and projected need. Inventory; Receives inventory count cards and / or listing, and compares against stock balance cards. Make notations of all items in and out of balance. Searches through machine listings and voucher files for information to reconcile stock balances. Processing Requisitions; Processes routine and priority supply requisitions researching guides to determine validity of requested priorities. If requested items are not available, determines applicability of substitute or interchangeable items. Maintains Due-In and Status Cards, and Cross Reference files on all requisitions, and follows up as required. Editing; Reviews formal supply requests and documents for accuracy of stock numbers, nomenclature, priority and substitute items. Determines secondary supply action such as local manufacture, procurement or correction of listed substitutes. Performs other related or incidental duties as assigned.

5. **TASK LIST** Operates various types of material handling equipment and vehicles in warehouses, open areas and pier side environment. Performs operator's maintenance and minor emergency repairs of the equipment. Fills in equipment operational record and mishap report as required. Performs duties involved in physical material receipt, stow, care of material, issue, and delivery / shipping of material. Inputs data for receipt, stow, issue, delivery process, location changes, condition changes and for other material processes using remote terminals of Distribution Standard System (DSS). Makes physical count of material or stocks for proper distribution and for the periodical material inventory. Periodically examines stocks in the storage for necessary technical compliance. Selects, appropriate storage methods for effective space utilization and protection of stocks. Selects, assembles / disassembles appropriate storage aids and maintains orderly and safe warehouse configuration. Performs work involved in protective and preserving packing of material against chemical, mechanical and / or physical damages during the storage / transportation. Work is performed in accordance international / domestic transportation laws / regulations, environmental laws, etc. Performs other related and incidental duties as assigned.

Note: 1. Must have GOJ ordinary driver's license to drive a pickup truck for movement of materiel, etc. A/T limited is not acceptable. 2. Must have GOJ large sized special purpose vehicle license and forklift training certification to operate a forklift.