

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：NEX オフィス / NEX Office

軍電 (DSN) 252-2454

PD No.: CFAS-SO-011-PT

PD is accurate and current. Certified by Activity: hh

HRO: (rcvd:7/22) tm 7/25

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)

時給制臨時雇用従業員 (HPT) 雇用について

HPT-Hourly Pay Temporary (HPT) Employment

契約期間：1 年を越えない期間（その後更新される事もある）

Duration of Employment: Not to exceed 1 year. (Subsequent appointment after a break in service may be effected.)

交通費支給。Commutation allowance will be paid.

勤務時間が週 30 時間（2016 年 10 月 1 日からは 20 時間）以上の場合は雇用保険・健康保険・厚生年金の加入が義務づけられています。Employees whose weekly work hours are 30 hours (20 hours starting on 1 October 2016) or more must be covered by Employment Insurance, Health Insurance and Pension plan.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

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: 6-22-16

JOB DESCRIPTION

CLERK

Prepares Navy Exchange Rent-A-Car Contract (4066/19) for automobile rental by description and model number. Determines payment based on established price list and processes in accordance with prescribed procedures. Logs in by name, serial number, date and other pertinent information and forwards to appropriate office. Maintains customers' application and agreement contracts by name, date, receipt number and amount. Performs vehicle check-off out and in.

Assists in the preparation of service work orders for work to be accomplished on patron vehicles, by indicating name of customer, vehicle identification, and parts needed for completion of the job and estimates cost according to official price list. Counsels customers on automotive service needs and resolves patron service questions and complaints. Maintains appointment schedules and records, and ensures availability at the time of scheduled job performance.

As required, issues parts and accessories to mechanics, recording same on mechanics' work copy. Assembles merchandise in connection with requests received from main or location automotive retail store. As required, unpacks segregates and stocks counters and/or shelves with merchandise in accordance with established instructions and procedures. May price stamp merchandise as necessary.

Operates cash register according to established cash control procedures; prepares sales slips, computes change, rings up sales, accepts money and makes required change; as necessary, accepts payment by credit card in accordance with established procedures. Is responsible for own cash fund and prepares Daily Salesperson's Cash Report. Participates in conducting periodic inventories. Keeps stockroom area clean and orderly. Exercises tact, good manners and courtesy when serving and assisting customers. This is expressed by tactfully responding to patron inquires and assisting patrons in a prompt and friendly manner.

Performs other related or incidental duties as assigned.