

沖繩基地空席広報

VACANCY ANNOUNCEMENT

広報番号：

Announcement No.

OKI-FEAD-028-16L

募集締切日：

Closing Date

25 May 16

発行日：

Date of Issue

12 May 16

1.職名, 職番, 給与表 Job title, Job No., & Basic Wage Table (BWT):

Purchasing & Contract Specialist, #415
(購買、契約専門職)

目標等級／語学能力級 Target Grade & Language Proficiency Level (LPL):
等級 Grade-6, 語学能力級 LPL-3

採用可能見習い等級／語学能力級 Acceptable Trainee level:
等級 Grade-5, 語学能力級 LPL-3

事務系(BWT-1) 技能系(BWT-2) 保安系(BWT-3) 医療系(BWT-5,6)
Administrative Blue Collar Trade Security Medical

募集人数
No. of
Recruitment

1名

4.募集範囲 Area of Consideration

- 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

Naval Facilities Engineering Command, Far East
FEAD Camp Butler
Acquisition Branch

勤務場所 Working Place: **Camp Zukeran (Camp Foster)**

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 0800 -1700

勤務時間・休憩 Work Hours/Recess Period: 1200-1300

夜勤 Night Shift 残業 Overtime 出張 Business Travel

6.職務内容 Duties

Please see attached task list.

特別な職務状況 Outstanding Working Condition, if any
N/A

7.資格要件／身体条件 Qualification/Physical Requirements

* 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級レベルに相当する英語の語学能力が必要となります。

- One year of specialized technical or administrative work experience equivalent at BWT: 1-5 level in the related work OR possess of Masters Degree in a related field.
- Must have GOJ ordinary driver's license (A/T limited is acceptable).
- Knowledge of Federal Acquisition and U.S. Government Contract Policies, procedures and regulations.
- Knowledge of contract solicitation, proposal preparation/evaluation, negotiation and contract award/modification procedures.
- Skill in operating office automation hardware and software such as Microsoft Word, Excel, Power Point and Access.
- Ability to operate, and/or provide advice/guidance to supervisors and employees on e-application system.
- Ability to negotiate and administer firm fixed price type contracts.
- Ability to analyze and evaluate financial and cost data, facilities and other background data.
- Ability to speak read and write English at fluent proficiency level. (LPL-3)

* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below:

1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-year college/university in a related field.

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

8.提出するもの Application and Associated Documents

- * **空席応募用紙** Application for Vacancy Announcement
- * **専門職務経歴書** Resume of Specialized Work Experience
- ***の記入は Complete * in** **日本語で Japanese** **英語で English** **どちらでも Either**
- 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"
上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;
http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html
- 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.
- 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 (両面) 及びパスポートのコピー** For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport
- DD-214 Copy (Member-4 copy) only for former U.S. military personnel.**

9. 応募書類提出先 Office to Submit

Hard copy submission:

書類の提出先は、嘉手納基地内Bldg # 3596 海軍人事課、キャンプフォスター内Bldg # 490 AAFES 人事課、又はキャンプフォスター内Bldg # 495 海兵隊人事課にて受け付けています。募集締切日必着。

Please submit the application to Bldg#3596 Navy SHRO on Kadena AB, Bldg#490 AAFES or Bldg#495 CHRO on Camp Foster. **Applications must be received by the closing date of the Vacancy Announcement.**

Mailing address/郵送先:

FEDEX or KURONEKO YAMATO TRANSPORT:

〒904-0200

CNRJ, CHRO Okinawa Satellite Office

Kadena Air Base

Mizugama Kadena-cho

Okinawa Japan

Bldg#3596

Phone Number: 098-961-6750

フェデックス若しくはクロネコヤマト運輸利用の場合:

〒904-0200

在沖縄米海軍人事部

沖縄県嘉手納町水釜

嘉手納空軍基地

建物番号3596

電話番号: 098-961-6750

NOTE: We are no longer accepting applications via e-mail. 電子メールでの履歴書の受付は終了いたしました。

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : NAVFAC FEAD CAMP BUTLER

軍電 (DSN) 645-1490

PD No.: FEC-MFDQ1-001

PD is accurate and current. Certified by Activity: kn, 3/29/2016

HRO: (ky:4/22/16)

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.

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	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 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 流ちょうな能力を要する	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							

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

1. Performs duties related to pre-award/award/post award, negotiation, administration and close-out of architectural – engineering, construction, repair, facilities support contracts, vehicles leases, and vehicle procurements. Works with various contract types including but not limited to Firm Fixed –Price (FFP), indefinite quantity, requirements, time and material, and combinations of those in accordance with the laws and regulations. The laws include but are not limited to the following: FAR (Federal Acquisition Regulation), DFAR (Defense Federal Acquisition Regulation), NMCARS (Navy Marine Corps Acquisition Regulation Supplement), DPAP (defense Procurement Acquisition Policy) Memos, Naval Facilities Acquisition Supplement (NFAS), P-68 (U.S. Navy Contracting Manual), directives issued by NAVFAC, PACDIV and Far East, local USMC or Commander Fleet Activities Okinawa (CFAO) policies, FAO policies, Status of Forces Agreement (SOFA), Japanese Construction Laws, and Prefectural and city ordinances. Reviews NAVFAC BMS regularly for recent changes/updates. Performs contracting functions including but not limited to: conducting or participating in post award conferences with contractors and Government personnel; resolves problems, liquidated damages as appropriate; recommends appropriate action for contractor’s non-compliance. Reviews customer requests for contract changes, determines scope, adequacy of change description, reviews Government estimates, and ensures appropriate funds are received. Prepares and issues request for contractor’s proposal as directed and approved. Analyzes proposals, develops pre-negotiation positions, conducts negotiations, prepares negotiation memorandums, and prepares contract modifications, as directed. Maintains official FEAD Okinawa contract reference library of regulations and policies. Prepares DoD Contracts Action Reports (CAR). Maintains historical records with use of computer, log books, and files. Drafts letters, memorandum, reports and forms as needed in execution of contract administration. Work includes but is not limited to the following: Analyzes and evaluates prospective contractor’s performance including production capacity, financial and cost data, facilities, and other background data with responsibility for making final recommendation and documentation in accomplishing the procurements assigned. Performs pre-award surveys/site visits as necessary for contract actions, RFP, and Requests for Quotation (RFQ) as directed. Provides interpretation and training of Federal Acquisition Regulation and supplements, DoD Directives, and public laws pertaining to contracts. Conducts bid openings, analyzes difficult issues, writes determination and findings, and identified alternative courses of action which may depart from previous approach, provides qualification screening of construction / service firms, registration of bonding companies, preparation of awards and contracts, and other documents and reports required. Reviews request for proposals, revised specifications and drawings for contract modifications on facility support contracts. Conducts negotiations and completes pre/post business clearance memoranda, or pre/post negotiation position, if necessary. Conducts pre-bid conference/site visit for IFB and RFP which may require using government vehicle. Prepares necessary paperwork for legal authorities, engineers or other appropriate experts for necessary action. Reviews bids and proposals for responsiveness under terms and conditions of invitation for bids (IFB), or RFP.
2. Develops procurement plans by reviewing previous history, market conditions, seasonal trends. Selects appropriate contract type, appropriate clauses, and issues solicitations. Serves as point of contract on assigned contracts to respond to inquiries. Conducts or participates in site visits, and pre-award meetings with contractors and government personnel. Performs detailed analysis of offers received to determine responsiveness. Performs detailed analysis of proposals to determine price reasonableness. Prepares recommendations for award, documenting reasons for decisions including justification for not recommending award to the best value offeror.
3. Reviews requirement packages to include but not limited to contract drawings, statement of work, and Independent Government Estimates for completeness and compliance with contractual regulatory requirements. Coordinates response to contractor inquiries with technical personnel. Prepares amendments and supporting documentation.
4. Performs other related or incidental duties as directed or assigned.

* Applicant must have valid Government of Japan (GOJ) ordinary vehicle driver’s license (At limited is acceptable) to operate vehicle.*