

* 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
 Application forms are available on the web site:
http://www.cnric.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html
 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 GOJ Large-sized Vehicle Driver's License, Large-special Vehicle Driver's License, Small-sized Mobile Crane Operator license.
 修了証/証明書の写し Copy of GOJ Forklift Operator Technical Training Completion certificate, Rigger Technical Training Completion certificate.
 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)
 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

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

在沖縄米海軍人事課

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 :

軍電 (DSN) 634- 9636

PD is accurate and current.

Certified by Activity jt 4/8/15

PD is accurate and current. Certified by Activity jt 4/8/15

HRO: (rcvd 4/7) kw 4/10

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.

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: 米国防務令 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。

Format Rev: 5-30-14

Task list for Automotive Equipment Inspector

Qualification requirements:

- GOJ Large-Sized Vehicle Driver License
- GOJ Large-Sized Special Vehicle Driver License
- GOJ Forklift Operator Technical Training Completion Certificate
- GOJ Small-Sized Mobile Crane Operator License
- GOJ Rigger Technical Training Completion Certificate

1. Performs oversight for contractors operating wide variety of Weight Handling Equipment (WHE: mobile cranes, truck-mounted cranes, rigging gears, etc) at Commander Fleet Activities Okinawa (CFAO) to include outlying Navy facilities. Reviews documents (P-1 Certificate of Compliance, periodical inspection record, license, certificate, lift plan, etc) submitted by contracting offices and contractors. Plans, schedules and conducts on-site inspection using Contractor Crane or Rigging Operation Checklist (P-2) on WHE operations by contractors to ensure the operations are in compliance with NAVFAC P-307 (Management of Weight Handling Equipment), Japanese Industrial Standard (JIS) and Original Equipment Manufacturer (OEM) manuals. In case deficiencies are noted during inspection, takes appropriate corrective actions and reports findings to Contracting Officers, Contracting Officer's Representatives and BSV&E management. Maintains P-2 for one year and supports contractor crane oversight data call as needed. Reviews critical lift plans and provides technical assistance to contracting office personnel and contractors as needed. Provides technical assistance to contractors conducting WHE accident investigation as needed. Provides WHE safety training to contractors and contracting office personnel as needed.

2. Keeps track of lift counts of government WHE operations and BSV&E WHE inventory submits a monthly report to the regional WHE program manager. Collects, reviews and maintains Operator's Daily Checklist (ODCL) provided by government crane operators.

3. Performs other related or incidental duties as assigned. Other related or incidental duties include operating light / heavy vehicles and equipment such as sedans, passenger vans, buses (including school buses), road sweepers, trucks 4-ton or more but less than 10-ton capacity, forklifts and small-sized mobile cranes to transport passengers or cargo.