

沖縄基地空席広報

VACANCY ANNOUNCEMENT

広報番号：

Announcement No.

OKI-CFAO-023-16L

募集締切日：

Closing Date

11-Apr-16

発行日：

Date of Issue

29-Mar-16

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

Guard, #3000
(警備員)

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):
等級 Grade-1, 語学能力級 LPL-1

採用可能見習い等級/語学能力級 Acceptable Trainee level: N/A

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
Commander U.S. Fleet Activities, Okinawa
Force Protection Department

勤務場所及び時間は、定期的または職務上の必要に応じ、逐次変更されます。
Assigned work site and work schedule are subject to change based on operational requirements.

5.雇用の種類 Type of Employment

- MLC IHA HPT
 常用 Permanent
 限定 Limited Term (__ヵ月 Months)

勤務場所 Working Place: Work Place rotates every 4 months between White Beach, Awase, and Camp Shields

3.勤務時間 Work Schedule (Irregular 不規則 160 per month 月 160 時間)

(1) DAY SHIFT: 0530-1830, RECESS: 1100-1200

(2) NIGHT SHIFT: 1730-0630, RECESS: 2300-2400

(3) TRAINING SHIFT: 0730-1630, RECESS: 1130-1230

Work hours per week and work schedule will be changed monthly.

勤務日 Work Days: Mon-Sun

勤務時間・休憩 Work Hours/Recess Period: Irregular/Variou

夜勤 Night Shift 残業 Overtime 出張 Business Travel

6.職務内容 Duties

Under supervision of U.S. Watch Commander and MLC Guard Shift Supervisor, performs armed guard duties to include taking statements, maintains various logs, and journals. The incumbent stands guard mount and weapons inspection, then assumes gate guard duty. Controls vehicular and pedestrian traffic at base perimeter gates, ensuring that the vehicles and pedestrians are authorized to enter the installation. Enforces Department of Defense, Department of the Navy, CFAO Security, and other regulations, instructions, and laws as applicable; responds to disturbances and violations of the same; identifies the conditions involved and decides the kind of action to take with and without direction of supervisory personnel; detains violators if necessary and renders emergency assistance to include first aid. Enforces standard of conduct and discipline, and adherence to laws and regulations. Searches persons and vehicles against bringing in or removal of unauthorized property. Apprehends suspects and accepts custody of military personnel apprehended by other agencies. Seizes, collects, and preserves evidence. Reports all incidents, accidents, violation, disorder, alarm activation, and other unusual events to desk, and takes proper steps in conformity with pertinent operational instructions. By use of a computer, issues passes to visitors entering the installation after obtaining clearance from appropriate personnel or organizations. Performs other duties as assigned.

*Must have valid Government of Japan ordinary driver's license to operate a security vehicle to assigned posts/duty locations.

**特別な職務状況 Outstanding Working Condition, if any:

Incumbent will stand for extended periods in all types of weather and at all times of the day or night.

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。

- a. Must have Government of Japan ordinary driver's license (A/T limited is acceptable)
- b. Ability to stand for extended periods in all types of weather and at all times of the day or night.
- c. Ability to report for duty 24 hours a day under irregular work schedule to work at any work site above, whether or not a public transportation is available.
- d. Ability to perform a regular/rotating/irregular duty shift at any work site under inclement weather as assigned.
- e. Ability to follow verbal and written instruction and abide by the instructions unsupervised.
- f. Ability to speak, read, and write Japanese at a native language level.
- g. Ability to speak, read, and write English at Elementary Proficiency Level, LPL-1.
- h. Ability to use a computer such as MS Word, Outlook, and other web based system.

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

* Non-Japanese applicants: Only those who possess permanent resident visa will be eligible.

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 : CFAO Manpower Office – Ms. Miyagi 軍電 (DSN) 634-8252

PD No.: CFAO-N3AT-005

PD is accurate and current. Certified by Activity: EM 3/28/16

HRO: (ky3/29/16)

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	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。