

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.enic.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

在沖縄米国海軍人事部

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 : USNH

軍電 (DSN) 646-7717

PD No.: USNH-08RA000-012

PD is accurate and current. Certified by Activity: S.D. 17 Mar 16

HRO: (ky:3/29/16)

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	<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。

Format Rev: 3-8-16

Task list

Assists in performance of all functions of the Budget Office, Director Resource Management, USNH Okinawa. Assists the Budget Analyst to prepare command budgets concerning annual contracts, service contracts, supplies, pharmaceuticals, immunizations, utilities, equipment, civilian labor, rental, communication services and all other commodities as required by utilizing Standardized Accounting & Reporting System – Field Level (STARS/FL), Funds Administration and Standardized Document Automation (FASTDATA) System, Summarized Management Analysis Resource Tool (SMART) and Defense Medical Logistics Standard Support (DMLSS). Allocate the command funding to respective departments and project centers. Establishes Operating Target (OPTAR) and Job Order Numbers (JON) in FASTDATA and DMLSS as necessary.

Assists the Budget Analyst by providing essential data on program requirements and status in the form of financial plans represented by the appropriate Budget Activity Group (BAG), Sub Activity Group (SAG), Sub Function Code (SFC), Cost Account Code (CAC), Job Order Number (JON) for effective management and control of funds.

Responsible for managing and supporting the financial aspects of Defense Travel System (DTS) at the organization and/or site level. As a Budget Defense Travel Administrator (BDTA), this role is responsible for managing lines of accounting and budgets, and ensures that all DTS financials are accurate and compliant with the applicable financial policies. As a Finance Defense Travel Administrator (FDTA), this role is responsible for tracking, processing and recording all actions related to a debt incurred by a traveler in DTS. Prepare estimation and Lines of Accounting for civilian permanent change station travels and MLC travels in compliance with Joint Travel Regulations (JTR) and MLC regulations.

Assists the Comptroller in providing financial information to higher headquarters and other activities in absent of the Lead Budget Analyst.

Performs other related or incidental duties assigned.