

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:

応募用紙の提出は、嘉手納基地内Bldg # 3596 海軍人事課 (業務時間: 08:00~16:00)、キャンプフォスター内Bldg # 490 AAFES 人事課 (業務時間: 07:30~16:30)、又はキャンプフォスター内Bldg # 495 海兵隊人事課 (業務時間: 07:30~16:30)で受け付けています。業務時間内必着。

Please submit the application to Bldg#3596 Navy SHRO (Office Hours: 08:00~16:00) on Kadena AB, Bldg#490 AAFES (Office Hours: 07:30~16:30) or Bldg#495 CHRO on Camp Foster (Office Hours: 07:30~16:30).

Applications must be received by the close of business on 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: 098-961-6717

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: 098-961-6717

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-09MM000-015

PD is accurate and current. Certified by Activity: 28 June 16 CM

HRO: (ky:9/28/16)

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

1. Supervises Seven Master Labor Contract (MLC) personnel conducting purchasing and voucher management functions in support of Naval Hospital Okinawa and its ten outlying Branch Medical Clinics. Train, evaluate and develop team members. Plan, organize and manage positions and resources to ensure maximum productivity of subordinates. Keep employee informed on all matters that affect their employment. Knowledgeable of local directives and negotiated agreement(s) that applies to the supervision of the MLC workforce. Ensure assigned Purchasing Agents maintain contact with customers submitting requisitions to discuss or get approval for substitutions change in delivery dates, monetary or quantity differences. Review purchasing agents work to verify all documentation is complete and correct. Verify source and availability of funding.

2. Serves as a Contracting Officer for Naval Hospital Okinawa including all of its Branch Medical and Dental Clinics. Incumbent is responsible for the administration of Government contracts using different types of contracts and subcontracts including fixed-price, fixed price with incentives, and basic ordering agreements. Develops comprehensive pre-negotiation pricing objectives. Assesses the financial capabilities and financial risks of current or prospective contractors. Performs price and cost analysis on the various elements of major contractor proposals, reviewing in detail the significant direct and indirect cost elements, such as material, labor, overhead, general and administrative expenses, facilities, engineering, special tooling/special test equipment, packaging and packing, transportation and other costs. Performs procurement planning. Serves as an advisor to program officials in procurement planning

meetings, identifying the procurement objectives and methodologies to be used and assists in the preparation of statements of work. Negotiate extensions of delivery schedules and other modifications to contracts. Ensures contractor staffing is appropriate to meet mission requirements. Also, ensures available man-hours are productively utilized. Monitors contractor performance for compliance to contractual requirements. Conduct conferences with contractors to clarify issues on requirements and to settle disagreements or disputes. Provide guidance to contractors on obligations to perform within stated contractual terms. Determine appropriate action for problem areas relating to incomplete specifications, deficient GFP, material shortages, and terminations for convenience. Monitors contractor performance for compliance with applicable laws, delivery schedules, payment provisions, contract data reporting requirements and other contractual requirements. Performs final closeout of assigned contracts; e.g., assures delivery, inspection and acceptance of contractual end items and that all administrative actions are resolved prior to final closeout.

3. Transportation Management Officer for Naval Hospital Okinawa. Execute and manage contracts for the transportation of administrative and logistics shipment. Develop and implement policies and plans consistent with the agency's guidelines and regulations.

4. Identify, maintain, track and report performance indicators to higher authority. Verify and submit periodic reports for the Federal Procurement Data System(FPDS-NA) and metrics to Navy Medicine West to the Procurement Management Review staff for consolidation and submission to NAVSUP.

5. Functional manager of the Standard Procurement System (SPS). Coordinates functional administration of the system and assists users in the functional aspects of the system.

6. Receives, reviews, and certifies all purchase requests from the departments with the command including Branch Medical and Dental Clinics not to exceed the purchase authority of \$150,000. Ensures all purchase requests requirements are clearly defined, appropriate market research conducted, sources are screened to ensure mandatory sources are utilized to the fullest extent possible(consistent with FAR part 8), and quotes are properly evaluated to make a best value determination. Determine the urgency of procurement actions and confirm that vendors can meet the proposed delivery schedule. Establish the purchase card as a method of payment for DMLSS purchases, and simplified acquisitions procedures are followed. Initiate appropriate action including authorizing modifications and/or the correspondence complying with and effecting changes to purchase orders. Promotes maximum practicable competition.

7. Receives reviews and certifies delivery orders against existing contracts, mandatory and non-mandatory Federal Supply Schedules(FSS) and electronic data interchange(EDI) orders. Place orders up to the maximum order limitation of the FSS indefinite delivery type contracts.

8. Principal advisor to the command on the legal and regulatory aspects of specific procurement actions and intend procurement programs. Interpret laws and regulations governing procurement programs. Consults higher authority such as Naval Supply Command (NAVSUP), Bureau of Medicine and Surgery (BUMED) and Naval Medical Logistics Command (NMLC) when further guidance is required. Coordinates with the comptroller and fiscal department staff to ensure availability of funds prior to placing orders or execute contracts. Provide guidance to customers on all procurement actions. Review and coordinate the Blanket Purchase Program.

9. Performs other duties as assigned.