



## 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](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-09MM000-004**

PD is accurate and current. Certified by Activity: CM 26 AUG 16

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:

<b>LPL 語学能力級</b>	<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
<b>4 – Exceptional Proficiency</b> 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
<b>3 – Fluent proficiency</b> 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
<b>2 – Average proficiency</b> 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
<b>1 – Elementary proficiency</b> 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
<b>Pre-1 – Minimal proficiency</b> (準 1 級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
<b>0 – No language proficiency</b> 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。

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Serves as the Department's Administrative Support Assistant and performs a variety of Administrative services including, but not limited to data collection and completion, report preparation and submissions for 4 divisions with 70 personnel.

1. Reviews outgoing correspondence for the Head/Assistant Head of Material Management Department and Commanding Officer's signatures. Responsible for format, grammatical accuracy, conformance with instructions, and for the presence of all necessary enclosures and background material. Routes outgoing correspondence to other commands through proper channels. Prepares forms required by the Head/Assistant Head and makes changes as new requirements occur.
2. Distributes all Departmental mail and correspondence (including official correspondence, military messages, facsimile communications, etc.) to appropriate staff for action. Follows up all correspondence to ensure that actions are taken in a timely manner. Prepares daily reading folder for Material Management Department.
3. Maintains SOPs, manuals and instructions periodically checking them against checklists received and making necessary pen and ink changes. Replaces/inserts new pages, and disposes of obsolete materials. Checks all USNH instructions according to the index on a quarterly basis.

4. Represents and translates information for the Head/Assistant Head and all staff and acts as an interpreter and point of contact for the Material Management Department when dealing with vendors, local medical facilities, Naha Airport and Port, etc. Translates reports and other documentation from Japanese to English and reverse.
5. Screens visitors and incoming calls for departmental staff, directing callers to appropriate personnel.
6. Maintains daily calendar (appointments, meetings, official social obligations, etc.) for the Head/Assistant Head, Material Management Department.
7. Uses personal computer and standard business application software for word processing, data-base manipulation, and routine mathematical computations. Applies this knowledge to plan, format and produce a variety of automated reports.
8. Maintains a tickler system to monitor departmental, Command and higher echelon reports, correspondence, etc. Ensures responsible personnel meet reporting requirements.
9. Coordinated department quality assessment and improvement. Ensures department activities are in compliance with Command's QA & I Plan and Joint Commission on Accreditation of Hospital Organizations standards. Consolidates work center QA & I submissions monthly, performs trend analysis and prepares department Head, Materials Management Department brief for weekly department and monthly directorate meetings.
10. Maintains current files for the department in accordance with the standard military filing system. Ensures all directives and manuals are current. Maintains an automated file system for directives, correspondence and manuals; periodically sorting, assembling and transferring selected/important materials to permanent file using independent judgment. Maintains departmental forms.
11. Prepares time sheets for U.S. civilians and Japanese Nationals within the department. Maintains liaison between civilian personnel in the department and timekeeping office in reference to questions regarding leave and pay for civilians.
12. Receives budget estimates from all divisions and reviews for completeness, accuracy and ensures that amounts requested are within established guidelines. Complies budget information to prepare department budget using required forms and documents. Maintains accounting records reflecting obligations and expenditures for all divisions. Briefs the Head/Assistant Head on the status of funds.
13. Key custodian managing the distribution of keys to all department personnel ensuring all physical security requirements are adhered to as well as Command security policies.
14. Monitors the preparation and forwarding of evaluations, midterm and annual, for all military officer and enlisted personnel. Ensures timely and accurate submission.
15. Reviews, verifies, and processes invoices and statements for payment. Requests payment status and invoices from vendors. Processes close out of orders. Serves as an Alternate Approving official for the commercial Government Purchase Card program. Provides and processes escort for base access.
16. Performs other related or incidental duties for the Head/Assistant Head, Material Management Department as needed or assigned.