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| <h1>厚木基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2> | | 広報番号 : Announcement No. | A-13-094 | |
| | | 初回選考締切り日 : 1 st Cut Off Date | 11 DEC 2013 | |
| | | 募集締切り日 : Closing Date | Until Filled* | |
| | | 発行日 : Date of Issue | 04 DEC 2013 | |
| 1. 職種名 Job title (等級 Grade <u>1-4</u> / 語学等級 LD <u>2</u>) <div style="text-align: center;"> <h3>Accounting Technician #7</h3> </div> <hr/> 低い等級での採用 <input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes Acceptance at Lower Grade 可能な下位等級 Possible Grade: N/A <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical | | 募集人数 No. of Recruitment <div style="text-align: center;"> 1 名 </div> | 4. 募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員 (全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant Note: First consideration will be given to suitable and qualified current permanent and trial MLC/IHA employees within the Atsugi Base. | |
| 2. 部隊 Activity <h3>Budget & Fiscal, Logistics Department</h3> <h3>Commander, Fleet Air Forward (COMFAIRFWD)</h3> 勤務場所 Working Place: 綾瀬市大上厚木基地 Ayase, Oogami, Atsugi Base | | 5. 雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (NTE:) | | |
| 3. 勤務時間 Work Schedule (週 <u>40</u> 時間制 hr/wk) 勤務日 Work Day: Mon - Fri 勤務時間 Work Hours: 0745-1630 (Recess: 1145-1230) <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel | | | | |
| 6. 職務内容 Duties See attached. | | | | |
| 7. 職務状況 Working Condition: See block #8. | | | | |
| 8. 資格要件 / 身体条件 Qualification/Physical Requirements BWT 1-4 - One year of work experience in any clerical, administrative, or technical field, OR completion of four-year college/university in any field. - Skill in operating a personal computer system such as MS Word, Excel, Outlook, etc. - Ability to speak, read and write English at average proficiency level (LD-2). *A handicapped applicant may be accepted, depending upon the degree and kind of disability. [Eligibility for MLC Employment] Non-Japanese Applicants: Only those who possess permanent residency visas are eligible. Please attach a copy of Residence Card/Alien Registration Certificate (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application. Former US Military Members: Please attach DD Form 214 to your application. Former military retirees must first obtain approval from the Chief of Naval Personnel for employment under foreign government and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment | | | | |
| 英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional 学歴 Educational Background : See block #8 免許証 / 修了証 License/Certificate Required : See Block #8 | | | | |
| 9. 提出するもの Application and Associated Documents | | | | |

* 空席応募用紙(表・裏面) Application for Vacancy Announcement (HROY Form 1, Front & Back)
 * 専門職務経歴書 Resume of Specialized Work Experience (HROY Form)
 * の記入は Complete * in 日本語で Japanese 英語で English どちらでも Either
 HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴(会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など)。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled.
 免許証・資格・修了・卒業等の証明書のコピー(上記8欄の定めに該当のある場合) Copy of license/certificate (if block 8 states any).
 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)
 80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) <選考結果通知用> 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <For selection Notice >
 日本国籍以外の方は、在留カード/外国人登録証及びパスポートと査証のコピー For non-Japanese citizen applicants, a copy of Residence Card/Alien Registration Certificate (both front and back sides) and Passport (picture and visa stamp pages).

| 問い合わせ先 For Job Inquiries | 提出先 Office to Submit | 事務処理欄 For Official Use |
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| Current USFJ Employee 現従業員問合せ先： 厚木基地 人事部 DSN 264-3624 / 3427 / 3425 ☎046-763- 3624 / 3427 / 3425 | Current USFJ Employee 現従業員提出先： 〒252-1101 神奈川県 綾瀬市 在日米海軍統合人事部厚木支所 HRO BOX12 〒 252-1101 Ayase-Shi, Kanagawa-ken CNRJ HRO Box 12 | PDN: CFAF-412-002 |

* 履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。

Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

* 応募時点で雇用資格を満たしていない応募者は選考の対象となりません。

Ineligible applicants will not be referred for consideration.

* 提出された応募書類はお返ししません。Submitted applications will not be returned.

* 初回選考締切日以降、選考決定により上記募集締切日を待たずに締切となることがあります。

After 1st Cut Off Date, announcement may close before closing date above due to decision of selection.

* 応募書類の書式は以下の URL よりダウンロードできます。

Forms for application are available for download on our web site

http://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

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。

6.職務内容 Duties

Serves as an TAD accounting expert in the Budget/Fiscal Office and provides both administrative and technical assistance/advice to COMFAIRFWD TADTARS, which includes CVW-5, CPRW-1 and 3 detachments in Okinawa, Misawa and Diego Garcia, HC-5, HSL-51, NAWMU-1, MOMAU, CFAF ASD in Atsugi, Misawa and Diego Garcia. Incumbent is responsible for all OFC-21 (TAD OPTAR) and OFC-94 (Reimbursable OPTAR) financial reports to COMNAVAIRPAC. Incumbent is required to know how to use SPAWAR Automated Travel Order System (ATOS) program, and have knowledge of Joint Federal Travel Regulation (JFTR), Financial Management Regulation (FMR), and Navy Fleet Accounting System to perform duty.

Duties and Responsibilities.

A. The incumbent shall perform work involved in processing, reviewing and validating all financial reports pertaining to COMFAIRFWD OFC-21 (TAD) for accuracy. Specific tasks shall include:

- Review all TADTAR Export Reports prior to submission of consolidated transmittal reports to COMNAVAIRPAC.
- Responsible for weekly Transmittal Report and monthly Budget OPTAR Report to COMNAVAIRPAC.
- Review TADTAR TAD Budget Management report for accuracy.
- Review all squadron TAD documents and provide procedural advice and guidance for legitimacy of TAD fund management.
- Review all DFAS financial listings and prepare replies to COMNAVAIRPAC and DFAS San Diego CA.
- Provide TAD fund estimates to operational squadron requests for TAD approval and track execution of approved TAD Budget.
- Prepare correspondence pertaining to financial accounts and controls.

B. The incumbent shall perform work involved in processing, reviewing and validating all financial reports pertaining to COMFAIRWESTPAC OFC-94 (Reimbursable) when provided by TYCOM. Specific tasks shall include:

- Provide Reimbursable Control Code/fund cite to appropriate squadrons/commands upon receipt of OFC-94 OPTAR from COMNAVAIRPAC.
- Assist squadrons/commands in establishing accounts and training on procedures for reimbursable Accounting system in the ATOS program.
- Prepare Reimbursable financial report to COMNAVAIRPAC
- Review/Reconcile DFAS financial listings and prepare replies to COMNAVAIRPAC.

C. The incumbent shall provide technical advice and guidance on Automated Travel Order System Plus (ATOSPLUS) TEMADD computer program for COMFAIRWESTPAC TADTARS.

- Oversee and assist COMFAIRWESTPAC TADTARS to update accounting information each fiscal year and monthly per diem rates in the ATOS system.

D. Performs other related incidental duties and special projects as directed by the COMFAIRWESTPAC Budget Analyst and Fiscal Officer.