

<h2 style="margin: 0;">厚木基地空席広報</h2> <h3 style="margin: 0;">VACANCY ANNOUNCEMENT</h3> <p style="margin: 0; font-size: small;">Please submit new MLC/IHA Application Form from US Navy Yokosuka Web Page. 応募用紙は、米海軍横須賀ホームページ記載の新書式をお使い下さい。 http://www.cnrc.navy.mil/regions/cnri/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html</p>		広報番号 : Announcement No.	A-16-015
		初回選考締切り日 : 1 st Cut Off Date	16 Mar 2016
		募集締切日 : Closing Date	Open Until Filled
		発行日 : Date of Issue	02 Mar 2016
1.職種名 Job title (等級 Grade <u>1-4</u> / 語学等級 LD <u>2</u>) <h3 style="text-align: center; margin: 0;">Stock Control Clerk, #342</h3> <p style="text-align: center; margin: 0;">(貯蔵品管理事務職)</p>	募集人数 No. of Recruitment <p style="text-align: center; font-size: large;">1 名</p>	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 checked="" 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	
見習い採用の可能性 <input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes Acceptance at Lower Grade Trainee 見習い等級 Trainee Grade:			
<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			
2.部隊 Activity Commander, Fleet Air Forward Logistics Department RMD 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 (ヵ月 Months)	
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: 0730-1615 Recess: 1130-1215 <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 page 3.			
7.資格要件/身体条件 Qualification/Physical Requirements - One year of any clerical, technical or administrative work experience, OR completion of 4-years college/university in any field. - Skill in operating computer system including MS Office (Word, Excel, Access, Outlook, etc.). - Ability to speak, read and write in English at average proficiency level (LD-2). - Japanese Regular Driver's License. - Japanese Forklift Operator's Certificate. - Must be able to carry and lift 25 kg. Non-Japanese Applicants: Only those who possess permanent residency visas are eligible. <u>Please attach a copy of Residence Card (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.</u> Former US Military Members: Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
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 #7 免許証/修了証 License/Certificate Required : See Block #7			
9.提出するもの Application and Associated Documents (次頁参照 See next page)			

* **空席応募用紙** Application for Vacancy Announcement (HROY Form 1)
 * **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、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, 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.
 各免許証・資格証明書・修了証明書のコピー(7欄要件に該当ある場合) Copy of license/certificate (if any in block 7 applies).
 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)
 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) <選考結果通知用>
 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) < For selection Notice >
 日本国籍以外の方は、在留カード、パスポート、査証のコピー For non-Japanese citizen applicants, a copy of Residence Card (both front and back sides) and Passport (picture and visa stamp pages).
 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"

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
Current USFJ Employee 現従業員問合せ先： 在日米海軍厚木基地人事部/ CNRJ HRO 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 在日米海軍厚木基地人事部 HRO BOX12 Ayase-Shi, Kanagawa-ken 252-1101 CNRJ HRO Box 12	PDNO: CFAF-N416B-007

*履歴書及び添付書類は締切日午後三時までに上記住所必着のこと。
 Send application and attachments to above address by 1500 of the Cut Off/Closing date of the announcement.
 *応募時点で規定の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は、一週間毎の締切りとなります。尚、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, collection of applications will be cut off weekly. 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.cnrc.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

INTRODUCTION:

This position is located in the Warehouse section, Repairable Management Division, Aviation Support Detachment (ASD) Atsugi, Logistics Department, COMFAIRFWD Atsugi, Japan. ASD provides supply support/services for aircraft parts/components to Atsugi/Guam/Bahrain AIMD, CVW-5, HSM-51, HSM-77, HSC-25, HSC-12, deployed ships stationed in Naval Station Yokosuka and Guam, and air detachments within 5th/7th Fleet AOR.

Incumbent serves as the Assistant Warehouse manager for Aviation Depot Level Repairable (AVDLR) and Field Level Repairable (FLR) Material ("W" Purpose Material), and is assigned responsibility for the stowage of warehouse material which includes items on Shore-based Consolidated Allowance List (SHORCAL). Incumbent is required to have knowledge of Naval Aviation Maintenance Program (NAMF), Naval Air Logistics Command Information System (NALCOMIS), and Navy Enterprise Resource Planning System (ERP) in addition to regular supply procedures.

MAJOR DUTIES AND RESPONSIBILITIES:

Independently manages over 1100 "W" Purpose Material with the total value of \$120 Million dollars. Establishes internal procedures in accordance with the trend of on-going customer requirements and managerial projects. Foresees future demands/programs and makes appropriate preparations. Performs work involved in receiving, stowing, and issuing material in the ASD warehouse. Processes receipt and issues using NALCOMIS, ERP and other applicable database programs. Audits all issues completed by ASD duty section personnel. Analyzes trends/recurring problems and conducts training for ASD personnel on proper warehouse procedures. Responsible for consolidation of Family Group Class locations-minimal locations will exist for like assets. Incumbent will liaison with ASD's Stock Control to complete receipt on board. Responsible for breaking out and delivers parts to Shipping section, Fleet Logistic Center Yokosuka Site Atsugi for commercial shipments.

Responsible for reorganization and storage completion of temporary aviation repairable items, valued in approximately \$4.5 million used to support transient aviation detachments. Evaluates storage requirements and anticipated workload requirements for such material. Ensures that these critical aviation components are properly documented and accounted for through various automated means. Reviews current storage capacity and advises command of future needs based on anticipated warehousing demands.

Performs preliminary causative research on inventory/location discrepancies. Conducts location and inventory audits as directed by the supervisor. Processes all discrepancies discovered by Inventory Manager. Ensures that the warehouse is clean of debris and sweeps regularly. Ensures that supervisors are kept abreast of the material conditions of the warehouse. Employee is responsible for complying with all established procedure pertaining to the operation of the powered equipment and for adherence to all safety, environmental, and security requirements. Reports to Warehouse Manager all safety problem issues.

Occasionally operates forklift (less than 1 ton) to stow/relocate heavy items.

Performs other incidental and related tasks as assigned.