厚木基地空席広報

VACANCY ANNOUNCEMENT

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

Reissued to A-16-019（再募集）

広報番号 Announcement No.	**A-16-019R**
初回選考締切り日 1st Cut Off Date	**04 May 2016**
募集締切日 Closing Date	**Open Until Filled**
発行日 Date of Issue	**13 Apr 2016**

1. 職種名 Job title (等級 Grade 1-7 / 語学能力級 LPL-4)

Security Specialist #199
（保安専門職）

募集人数 No. of Recruitment

1 名

低い等級での採用の可能性 Acceptance at Lower Grade ☐ 無 No ☒ 有 Yes 低位等級 Lower Grade: 1-6

採用可能見習い等級／語学能力級 Acceptable Trainee level (see block #7):
等級 Grade-6, 語学能力級 LPL-3

☒ 事務系 Administrative ☐ 技能系 Trade & Service ☐ 保安・消防系 Security & Fire ☐ 医療系 Medical

4. 募集範囲 Area of Consideration

☒ 現 MLC/IHA 従業員（部隊内）
Current MLC/IHA Employee within Activity

☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance

☒ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide

☐ 外部 Off Base Applicant

2. 部隊 Activity

U.S. Naval Air Facility, Atsugi
Force Protection Department

勤務場所 Working Place: 綾瀬市厚木基地 Ayase, Atsugi Base

3.勤務時間 Work Schedule **(週 40 時間制 hr/wk)**

勤務日 Work Day: Mon – Fri
勤務時間・休憩 Work Hours / Recess: 0715-1600 / 1115-1200

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

5. 雇用の種類 Type of Employment

☒ MLC

☐ IHA

☐ 時間制 HPT

☒ 常用 Permanent

☐ 限定 Limited Term (NTE:)

6. 職務内容 Duties

Responsible for establishing rules, regulations, and standard operating procedures (SOPs) governing the employment and utilization of Japanese Security Guard Force (JSGF). Acts in the capacity of advisor and interpreter for the Security Officer in all matters pertaining to Japanese civilian employees. Establishes liaison with Japanese Government Officials and local law enforcement agencies for, a better understanding of, and mutual cooperation between the two Governments in regard to investigations, exchange of information, and final dispositions of violators. Responsible for technical investigative training program for Investigators.

Provides information concerning Japanese Law as applicable to specific cases. Advises USFJ personnel on criminal cases which come under the jurisdiction of the Japanese Government; acts as liaison if the case is determined to be under USFJ jurisdiction.

Performs technical duties of a Security Specialist in the NAF Atsugi Security Department to establish and maintain an effective security program.

6. 職務内容 Duties (Cont'd)

Administers personnel employment issues of the Japanese employees assigned to Security Guard Force Division of NAF Atsugi. Practices general supervision over Japanese Security Guard Force Division and overall Security Department.

Participates in investigations and interrogations of USFJ personnel and Japanese employees involved in crimes/security violations. Recommends disposition of cases involving Japanese employees without endangering the relationships of the parties concerned.

Maintains security for contingency plans for JSGF concerning ID badge systems, intrusion detection systems, and physical security procedures.

As Investigative Training Officer, ensures up-to date and accurate investigative measures and techniques are within scope of reporting criteria necessary.

Serves as the relief/replacement of the Chief Investigator during his/her absence. Maintain an accurate reporting system account to approve criminal investigative reports as required.

Performs other related and incidental duties assigned by security officer.

7. 資格要件／身体条件 Qualification/Physical Requirements

GENERAL (Applicable to all grades): 全ての等級に必要な資格要件

* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1. (Please see last page for LPL)
#1 項に示された語学能力級レベルに相当する英語の語学能力が必要となります。（最終頁参照）

- Knowledge of military and Japanese governmental organization.
- Knowledge of spoken and written both English and Japanese which involves security matters and some technical term used in the fields.
- Knowledge of basic principle, rules and procedure for processing personnel, privacy and sensitive documents and information.
- Skill in operating Microsoft Office Suite (Word, Excel and PowerPoint).

BWT 1-7（1-7 等級）:

- One year of specialized work experience at 1-6 level in the related work, OR doctor's degree in the related field.

BWT 1-6（1-6 等級）:

- One year of specialized work experience at 1-5 level in the related work, OR master degree in the related field.

Non-Japanese Applicants: Only those who possess permanent residential status are eligible. Please attach a copy of Residence Card (both front and back sides) and copy of your passport to your application.
Former US Military Members: Please attach DD Form 214 Copy (Member-4 copy) 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.

学歴 Educational Background：See block #7	免許証／修了証 License/Certificate Required：See Block #7

8. 提出するもの Application and Associated Documents

*☒ 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) 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)＜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（両面）及びパスポートのコピー For non-Japanese citizen applicants, a copy of Residence Card (both front and back) and Passport .
☒ 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"
☒ DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

問い合せ先 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 CNRJ HRO Box 12 〒252-1101	**PDNO:** **NAFATG-N3AT-001**

＊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.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

職務で必要とされる**語学能力級（LPL）レベル**は下記をご覧下さい。
Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL 語学能力級	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 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 revised. 2016-03-08