# 三沢基地空席広報

## VACANCY ANNOUNCEMENT

## -Reissue-

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。

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| 広報番号 Announcement No. | NAF-02-16R |
| 初回選考締切り日 1st Cut Off Date | 13 July 2016 |
| 募集締切日 Closing Date | 27 July 2016 |
| 発行日 Date of Issue | 29 June 2016 |

**1. 職種名 Job title ( 等級 Grade 1-3 / 語学等級 LD 2)**

**Recreation Specialist, #224**

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 NA ☒ 無 No ☐ 有 Yes 低位等級 Lower Grade: N/A

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

**2. 部隊 Activity**

U. S. Naval Air Facility Misawa
Liberty Program Office

**勤務場所** Working Place: Misawa Air Base

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

勤務時間 Work Hours: 0900-1800 Recess: 1100-1200

(Required to work overtime, holidays, weekends and night. Short notice schedule change and overtime may be required )

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

**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

*** Those who previously applied for VA No. NAF-02-16 need not reapply.**

**5. 雇用の種類 Type of Employment**

☐ MLC
☒ **IHA**
☐ 時間制 HPT
☒ **常用 Permanent**
☐ 限定 Limited Term

**6. 職務内容** Duties

See page 3.

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

- One year of general work experience OR completion of 2-years junior college/2-years of technical school or 4-year degree in any field.
- Ability to speak, read, and write English at intermediate proficiency level (LD-2).
- Skill in operating personal computer system (Microsoft Office Word, Excel, Power Point and Outlook).
- Japanese Medium Size Driver License or above (Medium Size Driver License with limitation is not acceptable).

**Non-Japanese Applicants:** Only those who possess permanent residency visas are eligible. 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.
**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.
*A handicapped applicant may be accepted, depending upon the degree and kind of disability.

英語力 English Language Proficiency： ☐必要なし None ☐初級 Basic ☒中級 Intermediate ☐上級 Advanced ☐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

**8. 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"**

**＊現在 CAC（Common Access Card）を保持していない応募者は、合格後にパスポート、自動車運転免許証、マイナンバーカード（写真付き）の中から２つの写真付き身分証明書の提示が必要となります。If you are non CAC (Common Access Card) holder, 2 ID with picture (Passport, Driver's license, Individual Number Card (with picture) will be required to submit after the selection.**

| **問い合せ先** for Job Inquiries | **提出先** Office to Submit | **事務処理欄** For Official Use |
|---|---|---|
| **三沢基地海軍人事部**<br>**Comm: 0176-77-4674/DSN 226-4674** | **〒033-0012 青森県三沢市平畑　三沢基地内 Bldg.980 2F HRO　三沢海軍人事部 NAF Misawa** | **PDNo: NAFMSW-N922A-001** |

＊履歴書及び添付書類は締切日午後三時までに提出または上記住所必着のこと。Submit or send us application and attachments to HRO Misawa 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**

**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. 2014-06-11

**6.** 職務内容 Duties

1. Perform a variety of duties involved in obtaining information for the Liberty Program customers to include research by: internet, telephone, emails, and personal discussions and meeting. Research to be performed for, but not limited to: indoor and outdoor recreation events and venues, local cultural events and programs, sports events and venues, concerts and live entertainment events and venues, event ticketing information, hotel and public transportation information/directions, vendors for supplies, another categories as directed.

2. General clerical duties. Prepare various forms: DAR, Purchase requests, BPA payments, Mess Requisitions, Vehicle Utilization Records, key logs, trip planning documents, trip schedules, program calendars, trip/activity advertisements, after action reports, weekly and monthly reports.

3. Takes tour registrations, answers customer questions, handle cash and use point of sales system. Registrations include: assessing patron eligibility, records customer personal information, ensure liability waivers are filled out, collecting payment by various means, completing customer receipts, and provide tour briefing. Determine if refunds are authorized and process requests.

4. Issue recreation gear and video games, record user information, check out record keeping, ensuring return of gear by customers, and gear inventories. Engage customers on what additional gear they would like to program to supply for their use. General cleaning duties. Ensure office space, Liberty Lounge, and program vehicle are clean at all times. Includes but not limited to: washing, dusting, vacuuming.

5. Act as activity leader and tour guide on occasion.

6. Performs other incidental or related duties as assigned.