

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.cnrc.navy.mil/regions/cnri/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html		広報番号 Announcement No.	A-16-005
		初回選考締切り日 1 st Cut Off Date	17 Feb 2016
		発行日 Date of Issue	Open Until Filled
		発行日 Date of Issue	27 Jan 2016
1. 職種名 Job title (等級 Grade 2-5 / 語学等級 LD 2) Household Goods Shipment Inspector, #2414 (家財積荷検査員)	募集人数 No. of Recruitment 1 名	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 checked="" type="checkbox"/> 外部 Off Base Applicant	
低い等級での採用の可能性 <input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes Acceptance at Lower Grade 低位等級 Lower Grade:		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:)	
<input type="checkbox"/> 事務系 <input checked="" 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 NAVSUP Fleet Logistics Center Yokosuka Regional Services Department Joint Personal Property Shipping Office Site Atsugi 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 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 page 3. (3 頁参照)			
7. 資格要件/身体条件 Qualification/Physical Requirements - One year of trade work experience in the related field. - Ability to speak, read and write English at average proficiency level (LD-2). - Skill in operating Microsoft Office Suite (Outlook, Word, Excel and Power Point). - Knowledge of the packing, crating, storing and overall handling of DOD personal property shipments performed by commercial carriers, agents and contractors on pick-ups, deliveries and local moves conform to all requirements and contract specifications. - Japanese Regular Driver's License. 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			
8. 提出するもの Application and Associated Documents (See next page 次頁参照)			

* **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
<p>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</p> <p>Off Base Applicant 外部応募者問合せ先： 労務管理機構 座間支部 管理課管理第二係 Zama Branch of Labor Management Organization, Management Section 2 ☎046-251-0667</p>	<p>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</p> <p>Off Base Applicant 外部応募者提出先： 〒252-0011 神奈川県座間市 相武台 1-46-1 労務管理機構 座間支部 管理課管理第二係 1-46-1, Soubudai, Zama-shi, Kanagawa-ken 252-1101 Zama Branch of Labor Management Organization Management Section 2</p>	<p>PDNO: FLCY-442-002</p>

*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.cnj.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

Ensures the packing, crating, storing, and overall handling of DOD personal property shipments performed by commercial carriers, agents, and contractors on pick-ups, deliveries, and local moves conform to all requirements and contract specifications. The inspector's presence and professional performance can be a key factor in ensuring all DOD personnel receive a quality move. Supports the objectives of the Total Quality Assurance Program (TQAP) to ensure quality service. Serves as Quality Assurance Evaluator (QAE) and Quality Control (QC) Inspector. Identifies and advises on items restricted and prohibited for shipment by US Customs and Department of Agriculture as well as on Japanese Customs entry/exit requirements. Inspects on-the-site work of carrier, agent, and contractor personnel engaged in the physical handling and movement of personal property. Work locations include the member's home, government warehouses, contractor's warehouses, and carrier's facilities. Inspects the general condition of the property, the materials being used, the methods employed, and the weight of the property. Accepts or rejects methods, material, and equipment being used. Observes the disassembling, servicing, wrapping before shipment, and the re-assembling, servicing, unpacking, and crating and placement of personal property at the time of delivery. Identifies and directs removal of prohibited items such as loaded firearms, plants, flammables, etc. Insures that the proper quantity, size, and type of cartons are used as interior and exterior protection. Determines whether shipping containers meet acceptable standards of construction and strength and are suitable for property packed in the containers. Checks if shipping containers are properly affixed with security seals, banded and marked with required shipping instructions prior to movement. When deviations from specifications occur, instructs carrier, agent, and/or contractor to make necessary corrections.

Prepares and completes the inspection reports, Shipment Evaluation and Inspection Record (DD Form 1780) for each inspection accomplished. Failure to meet established standards or contractual specifications are documented, and where appropriate, the inspector recommends warning or suspending a carrier or contractor due to non-compliance with requirements. These recommendations can and do result in a monetary loss to the carrier or contractor and therefore, must be based upon sound judgment, detailed observation and extensive professional knowledge and experience. Contracts Strategic Deployment and Distribution Command (SDDC) when carriers commit three or more violations within 180 days or when performance is deemed unacceptable due to major infractions (such as use of narcotics, serious traffic violations, etc.). For local moves and commercial non-temporary storage shipments, inspects trucks and vans to insure that equipment is clean and that the pads, blankets, and wrapping materials are sufficient and suitable for use. Keeps abreast of latest changes to SMART Web Move (SWM).

Checks whether gas tanks are filled prior to recording of vehicle weight. Observes loading of vans to ensure that the property is properly loaded to prevent possible damage to personal property. Responds to "trouble calls" and provides on-the-spot assistance to the member when directed by the supervisor. In these situations, the inspector attempts to satisfy the requirements of the member while ensuring that regulations and directives are adhered to.

Performs inspection of agent's facilities for cleanliness, fire, theft protection, etc. Prepares inspection reports which serve as a basis for initial and continuing certification for continued use. Witnesses personal property reweighs at agent's facility. Verifies commercial and contractor weight tickets/vouchers.

Performs other related or incidental duties as assigned.

Position must operate a government-owned vehicle to inspect household good shipment packing/crating/delivery services at the service member/employee's residence and also inspect the contractor's warehouse facilities.