

<h1>三沢基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2> <p>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。</p>		広報番号 Announcement No.	NHR-01-2014	
		初回選考締め切り日 1 st Cut Off Date	N/A	
		募集締め切り日 Closing Date	22 JULY 2014	
		発行日 Date of Issue	02 JULY 2014	
1. 職種名 Job title (等級 Grade 1-5 / 語学等級 LD 3) <h3 style="text-align: center;">General Supply Specialist, #378</h3> <h4 style="text-align: center;">(一般補給品専門職)</h4>		募集人数 No. of Recruitment <h3 style="text-align: center;">1 名</h3>	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	
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 NA 低位等級 Lower 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			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	
2. 部隊 Activity NAVSUP Fleet Logistics Center Yokosuka Supply Management Department FISCY Misawa Site Inventory Accuracy Branch (Code 408.1) 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 clerical, technical, or administrative work experience equivalent at 1-4 level in the related work OR completion of 4-years college/university in a related field. - Knowledge of supply system policies and procedures in order to analyze logistics, financial and program reports information. - Knowledge of analyzing specific area of inventory accuracy and resolving discrepancies. - Skill in operating a personal computer system such as MS Word, Excel and Access. - Ability to plan and perform physical inventory work in accordance with the requirements. - Ability to speak, read and write English at fluent proficiency level (LD-3). 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 type="checkbox"/> 中級 Intermediate <input checked="" 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 (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
三沢基地海軍人事部 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:FLCY-408.1-002 PD is accurate and current. Certified by Activity: ha

*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.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: 米国防務令 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

This position is located in the Regional Inventory Management Division, Regional Services Department, NAVSUP Fleet Logistics Support Center Yokosuka (FLCY) Site Misawa, under the general supervision of an assigned branch head. The incumbent serves as a General Supply Specialist and performs a variety of selected standardized assignments consistent with effective physical inventory functions described in the following:

- a. The incumbent is required to be proficient in understanding, use, and evaluation of the Enterprise Resource Planning (ERP) environment. Accountable for all inventory under Budget Project – 28 (Retail), Budget Project – 81 (Surface Depot Level Repairables) and Budget Project – 85 (Aviation Depot Level Repairables) valued at over \$92M. Inputs and analyzes reports/transactions produced by ERP to identify trends, problems and other situations that impact effective material support and/or proper funds management. Coordinates the physical inventory schedules with the inventory managers and inventory accuracy officer. Reviews and revises physical inventory schedules to meet NAVSUP inventory accuracy goals and objectives. A review of reports, ERP data, and schedules is made to determine when physical inventories should be conducted to meet material support requirements.
- b. Reconciles inventory data using ERP and local data base ensuring inventory records are complete and accurate, initiates spot inventories, prepares and processes all indicative and quantitative data changes those items assigned management accountability. Conducts system analyses of inventory accuracy programs and problems associated with ERP and interfacing supply systems. Analyzes specific facets of material manage problems and work with available resources to resolve. Evaluates and determines the level of accuracy of stock records and investigates discrepancies to determine cause and develop recommendations for corrections. Identifies procedural and system failures which may occur at all ERP and stand alone sites within the FLCY AOR that degrade material accountability. Recommends changes to stock point and/or system wide operations and initiates procedures to maintain inventory accuracy and control set forth in material management policy and instructions. Review and take appropriate actions to clear Intermediate Document (IDOCs) and Unreconciled Balances that are generated in ERP. As required generate Supply Discrepancy Reports (SDR) on discrepant material. Conducts physical inventories to maintain high level of inventory accuracy. Inventories include spot, wall-to-wall, and sample inventories. Material inventory may consist of hazardous material to include, but not limited to corrosives, flammable, toxic, poison, etc. Post receipt documents to ERP and analyze all failed IDOCs. Compare asset data (quantity, location, condition, National Stock Number (NSN)) with ERP inventory listings and reports. Conducts locations audits as required. Reconciles inventory differences by analyzing historical data related to identifying discrepancies and taking the necessary steps to correct.
- c. Plans and carries out physical inventory requirements based on scope of responsibility, objectives, and time-lines provided by the supervisor. Address conflicting material management data and makes independent technical judgments. Required to exercise personal judgment with broad latitude and discretion by analyzing and interpreting both higher authority, e.g. NAVSUP directives and various policy statements that are left open to some local interpretation and not always sufficient to support both applicable team objectives and overall physical inventory goals. Must have an understanding of numerous supply principles and practical knowledge of methods of requisitioning, technical screening, inventory control, material management and related guidance such as NAVSUPINST and Navy Working Capital Fund (NWCF) and technical areas with reference to assigned physical inventory functions. Required to have knowledge sufficient to evaluate impact of variables, analyze alternatives, and manage locally designed databases, reporting requirements, and recommend actions to address emergent operational issues that are affected by inventory accuracy.
- d. Receive summary listings from NAVSUP WSS Integrated Managers containing known and suspected defective material notices for recall, expired, and removed from serviceable issue. Work with local Site Planning Representatives (SPRs) to takes action to move material from issuable condition and to suspense conditions and provides ultimate disposition instructions to ship material to the NAVSUP WSS designated manufacturers, or local DLA Dispositions Services.
- e. Receive and review issue, receipt, and physical inventory documents from all ERP and stand alone sites containing discrepancies as result of warehouse refusals/rejections; checks for type of discrepancy such as material cannot be located, total/partial quantities, issues not in exact quantities, over or under issues, material is in a non-ready for issue condition, customer cancellation, etc. As a result of initial input; reviews and validates incorrect/missing data, and re-inputs edited exceptions related to ERP and stand alone systems. Reviews records to insure accuracy and validity of demand processing and indicative data transactions.
- f. Performs other related and incidental duties as assigned.