

厚木基地空席広報 VACANCY ANNOUNCEMENT		広報番号 : Announcement No.	A-12-013R5
*Amendment of A-12-013R4A. Applicants for the former announcement will be considered continuously, so no need to resubmit applications. 前広報の応募者は引き続き考慮の対象となりますので再応募の必要はありません。		初回選考締切り日 : 1 st Cut Off Date	26 JUL 2013
		募集締切日: Closing Date	Open until filled*
		発行日: Date of Issue	05 JUL 2013
1.職種名 Job title (等級 Grade <u>2-8</u> / 語学等級 LAD <u>1</u>) Heavy Duty Equipment Mechanic, Foreman A #2134 重量装置機械工 フォーマン A 見習い採用の可能性 <input type="checkbox"/> 無 No <input checked="" type="checkbox"/> 有 Yes Acceptance at Lower Grade Trainee 見習い等級 Trainee Grade: <u>2-7</u> <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	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 Note: First consideration will be given to suitable and qualified current permanent and trial MLC/IHA employees within the Atsugi Base.	
2.部隊 Activity Support Equipment Rework Facility (SERF), Fleet Readiness Center Western Pacific (FRCWP), Atsugi, Japan 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 (<u> </u> カ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hr/wk) 勤務日 Work Day: Mon - Fri (月～金) 勤務時間 Work Hours: 0800-1645 Recess: 45 minutes <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 attached sheet.	
7.職務状況 Working Condition: See Block #8			
8.資格要件/身体条件 Qualification/Physical Requirements GENERAL (Applicable to all grades): - GOJ Regular size Driver's License (AT Limited is acceptable). 要普通自動車運転免許証 (AT 限定可) - Forklift operator's certificate. 要フォークリフト技能講習修了証 - Knowledge of industrial operation. 工業作業過程に関する知識 - Skill in operating computer system and software such as MS Word, Excel, Access and PowerPoint. コンピューターシステムを扱う技能 - Ability to supervise subordinate journeyman artisans no less than five. 複数の部下を監督する能力 - Ability to speak, read and write English at elementary proficiency level (LAD-1). 英語を話し、読み、かつ書く初歩的能力 BWT 2-8 - One year of specialized experience equivalent at 2-7 level in the related work. 一年以上の関連業務における 2-7 相当での専門職務経験 * Those who do not fully meet above requirements maybe hired at the lower grade as a trainee. BWT 2-7 - One year of specialized experience equivalent at 2-6 level in the related work. 一年以上の関連業務における 2-6 相当での専門職務経験 Instruction for Applicants: [MLC] Non-Japanese Applicants: Only those who possess permanent residency visas are eligible. <u>Please attach copies of Residence Card/ Alien Registration Certificate (both front and back sides) and 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.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input 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 #8		免許証/修了証 License/Certificate Required : See Block #8	
9.提出するもの Application and Associated Documents (次ページ参照 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 日英両方の提出を要す Both Japanese and English
- 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・修了・卒業等の証明書のコピー** Copy of license/certificate.
 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)
 80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)
 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)
 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicants, copies of Residence Card/ Alien Registration Certificate (both front and back sides) and Passport (picture and visa stamp pages).

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： 在日米海軍統合人事部厚木支所/ CNRJ HRO DSN 264-3426 / 3624 / 3427 ☎046-763-3426 / 3624 / 3427 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 LMO/IAA Management #2 Section ☎046-251-0667	Current USFJ Employee 現従業員提出先： 〒252-1101 神奈川県 綾瀬市 大上 無番地 在日米海軍統合人事部厚木支所 HRO BOX12 〒 252-1101 Oogami, Ayase-Shi, Kanagawa-ken CNRJ HRO Box 12 Off Base Applicant 外部応募者提出先： 〒252-0011 神奈川県 座間市 相武台 1-6067 労務管理機構 座間支部 管理課 管理第二係 〒 252-0011 1-6067, Soubudai, Zama-shi, Kanagawa-ken Zama Branch of LMO/IAA Management #2 Section	PDN: FRCWP-6249-007

- *履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。
 Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.
 *応募時点でMLC/IHA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、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, 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 as follows:

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。

6.職務内容 Duties

- a. Responsible for the effectiveness of the assigned production team, adherence to production schedules, and assignment of personnel. Ensures that the correct parts are available for required maintenance and tests them by using electrical and mechanical testers if applicable. Conducts quality control of work accomplished by subordinates. Keeps his supervisor informed of all working problems, assists Foreman "B" in the performance of his duties, and fills-in for him when required. Conducts on the job training for production team employees. Performs corrosion prevention and treatment measures on metal parts by chemical conditioning, primer application, and top coating with various types of coatings to include alkyd enamel and polyurethane. Assists in the disassembly, repair/rework and assembly of SE, SE components, and MHE.
- b. Performs work involved in the complete repair/rework of various types of aircraft SE, SE components, and MHE. Evaluates equipment for potential induction to their production team. Verifies proper performance of completed equipment.
- c. Enforces discipline, safety and fire protection in the workplace.
- d. Performs other related or incidental duties as required.

日本語要約： フォーマンB（監督者）の補佐として、基地内で使用される移動式重機、重量装置、運搬車両等のオーバーホール、各部品類の修繕等の業務を行うグループの作業リーダーとしての責務を担う。日常の修繕作業における現場での指揮監督を行い、作業状況および作業効率を確認する。様々な検査装置を使用し、完了した修繕作業の品質を確認する。作業場のトラブルや問題などを監督者に報告し、改善を図る。必要に応じて技術的な指導、講習を行う。重機の分解、組み立て作業、修理前の検査、作業場の安全、職場規律の向上における責任を持つ。その他関連する業務を行う。