

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

広報番号: Announcement No.	FEC-ACQ1-001-17
募集締切日: Closing Date	10 Jan 17 1 <sup>st</sup> Cut-off: 28 Nov 16 2 <sup>nd</sup> Cut-off: 19 Dec 16
発行日: Date of Issue	8 Nov 16

1.職名, 職番, 給与表 Job title, Job No., & Basic Wage Table (BWT):

### Purchasing & Contract Specialist, #0415

(購買、契約専門職)

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):  
等級 Grade-6, 語学能力級 LPL-3

採用可能見習い等級/語学能力級 Acceptable Trainee level:  
等級 Grade-5, 語学能力級 LPL-2

事務系(BWT -1)  技能系(BWT-2)  保安系(BWT-3)  医療系(BWT-5,6)  
Administrative Blue Collar Trade Security Medical

募集人数  
No. of  
Recruitment

1名

4.募集範囲 Area of Consideration

- I.  現 MLC/IHA 従業員 (部隊内)  
Current MLC/IHA Employee within Activity
- II.  現 MLC/IHA 従業員(通勤圏内)  
Current MLC/IHA Employee in commuting distance
- III.  現 MLC/IHA 従業員(全在日米軍)  
Current MLC/IHA Employee Japan Wide
- IV.  外部 Off Base Applicant

2.部隊 Activity

Naval Facilities Engineering Command Far East  
Office of Executive Officer  
Acquisition, Acquisition Business Processes (ACQ1)

勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka-shi

5.雇用の種類 Type of Employment

- MLC
- IHA  HPT
- 常用 Permanent
- 限定 Limited Term ( \_\_\_ヵ月 Months )

3.勤務時間 Work Schedule ( 週 40 時間制 hrww )

勤務日 Work Days: Monday-Friday , 5 days a week

勤務時間 Work Hours: 0800-1645, 8 hours a day

休憩 Recess Period: 1200-1245, 45 minutes a day

夜勤 Night Shift  残業 Overtime  出張 Business Travel

6.職務内容 Duties

See attached task list.

特別な職務状況 Outstanding Working Condition, if any

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

\* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1.  
#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。

- a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR Master's Degree in a related field.
- b. Knowledge of contract solicitation, proposal preparation/evaluation, negotiation and contract award/modification procedures.
- c. Knowledge of Federal Acquisition and U.S. Government Contract policies, procedures and regulations.
- d. Skill in operating computer such as Microsoft Word, Excel, PowerPoint, and Access.
- e. Ability to operate, and/or provide advice/guidance to supervisors and employees on e-application systems.
- f. Ability to work independently with considerably less assistance and guidance.
- g. Ability to negotiate and administer assigned contracts.
- h. Ability to negotiate and administer firm fixed price type contracts.
- i. Ability to analyze and evaluate financial and cost data, facilities and other background data.

\* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below:

1-5: One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-year college/university in a related field.

\* Handicapped applicants may be accepted, depending on the degree and kind of disability.

**8.提出するもの Application and Associated Documents**

- \* **空席応募用紙** Application for Vacancy Announcement
- \* **専門職務経歴書** Resume of Specialized Work Experience
- \***の記入は Complete \* in**  **日本語で Japanese**  **英語で English**  **どちらでも Either**
- 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”  
上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;  
[http://www.enic.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.enic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)
- 運転免許証の写し** Copy of Driver's License
- 修了証/証明書の写し** Copy of Certificate
- 英語の能力を証明するものの写し**。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)**  
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)
- 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 applicant, copy of Residence Card (front & back) and Passport
- DD-214 Copy (Member-4 copy) only for former U.S. military personnel.**

**9.応募書類提出先 Office to Submit**

**内部応募者 (現 MLC/IHA 従業員) と外部応募者 (非従業員) では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.**

**(注意) 上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部応募者 (非従業員) からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.**

**1. 内部応募者 (現 MLC/IHA 従業員) 提出先 (米海軍横須賀基地日本人雇用課 (HRO)) :**

**Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):**

〒238-0001	〒238-0001
神奈川県横須賀市泊町 1 番地	1 Banchi Tomari-cho, Yokosuka
PSC 473 BOX 22 CNRJ HRO N132	PSC 473 BOX 22 CNRJ HRO N132
内線/Extension 243-8152	

米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1<sup>st</sup> fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

**2. 外部応募者 (非従業員) 提出先 :**

〒238-0011  
神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階  
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)  
管理第一係  
電話番号 Phone 046-828-6959

**Off Base Applicants must submit to:**

〒238-0011  
Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka  
Yokosuka Branch of LMO/IAA  
Management #1 Section

受付時間：月曜—金曜、0830-1730 時 (日本の祭日を除く)。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) . Please contact LMO/IAA for questions on conditions of employment.

**10. 事務処理欄 For Official Use**

募集部隊担当 Activity POC : NAVFAC FE BD2

軍電 (DSN) 243-6198

**PD No.: FEC-ACQ1-005**

PD is accurate and current. Certified by Activity: kn, 10/27/2016

HRO: rcvd 10/27 kn  
11/4 kw 11/7

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
提出された応募書類はお返ししません。 Submitted applications will not be returned.

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

<b>LPL 語学能力級</b>	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 英検
<b>4 – Exceptional Proficiency</b> 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
<b>3 – Fluent proficiency</b> 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
<b>2 – Average proficiency</b> 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
<b>1 – Elementary proficiency</b> 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
<b>Pre-1 – Minimal proficiency</b> (準1級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
<b>0 – No language proficiency</b> 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。

## Task List

Under the general supervision of Head, Acquisition Business Processes (ACQ1), the incumbent serves as the Contract Specialist technical expert (Procurement Analyst) supporting the policy office with the compliance enforcement of applicable acquisition policy. The incumbent facilitates higher level reviews at the Contracting Officer level up to and including GS-13 at the NAVFAC FE subordinate activities. The incumbent participates in ACQ1's contract review committee under direct technical guidance of Major Command/Head Contracting Activity (HCA) contract review committee. Based on higher level reviews conducted by the incumbent, the incumbent also participates in the Command's training program to maintain the Command's operational proficiency. The incumbent also participates in ACQ1's direct technical support, guidance, consultation, and staff assistance regarding workforce acquisition skills development and/or improvement, and functions related to enforcement of compliance with regulations and procedures. The incumbent analyzes and evaluates the actual or potential effectiveness of the acquisition workforce and makes corrections or improvements to the workforce's development as they relate to contractual issues.

### DUTIES AND RESPONSIBILITIES:

Serves as Procurement Analyst responsible for the compliance of Construction, Facility Support and Architect-Engineering Contracts awarded and administered by Naval Facilities Engineering Command Far East (NAVFAC FE). The policy office is responsible for regulatory and statutory compliance of the contracting process from receipt of the requirement to close out of the contract. The Procurement Analyst performs reviews of the pre-award and post-award functions for contracts, purchase orders, task orders, simplified acquisitions and commercial items procurements to include modifications and change orders. Contractual actions reviewed and evaluated range from simple one-time requests, to highly complex contracts with a variety of pricing arrangements such as fixed price, indefinite delivery type or combination type, providing a variety of services to various customers and organizations. Duties include, but are not limited to the following:

1. Reviews and evaluates solicitation packages. As required, reviews performance work statements and specifications relative to solicitations and associated supporting documents. Reviews solicitation supporting reservation documents to ensure they are in proper order. Verify that the priority indicated matches the required by date.
2. Reviews complete solicitation package prepared for advertisement on NAVFAC's Electronic Solicitation (ESOL) website in accordance with the FAR, DFARS and NFAS, the required provisions and clauses determined by the method and amount of the procurement. Reviews the appropriateness of sealed bidding and negotiated and simplified acquisition procedures used. Reviews all pre-award documentation, such as, source selection plan, Determination and Findings, Justification and Approvals, etc. Reviews requests for amendments and initiates necessary action. Reviews amendments as required.
3. Reviews abstracts of bids, proposals and quotes. Reviews and evaluates both sealed bid and negotiated acquisitions, the detailed analysis used to determine responsiveness, and responsibility of the bidder or offeror. This includes reviews and evaluations of the acquisition teams' assessment of contractors past performance and experience. Reviews and evaluates the processes for pre-award surveys to include review of financial capability and establishment of price reasonableness by analysis of cost or price. Reviews the rejection of non-responsive bids within any given procurement process relative to the evaluation criteria of the solicitations. Reviews contracting officers' process relative to offers involving irregularities and possible mistakes. Reviews and evaluates the entire source selection process for selected acquisitions. Reviews the documentation of receipt of offeror's proposals, pre-negotiation business clearance memorandums or the pre-negotiation position memorandum (PNP). Reviews and evaluates post-business clearance memorandums or post-negotiation memorandums (PNM) for completeness. Reviews and evaluates the recommendations for award of contract and documentation for the decisions for not recommending award to the lowest offeror or bidder.
4. Reviews and evaluates the assembled contract with accompanying documentation, including the appropriate specification, inspection instructions, all other special and standard clauses, in final form and signature. Reviews the notice of award and unsuccessful bidder/offeror letters.
5. Reviews and evaluates the administration of contracts for contractor performance relative to the contracts' provision and clauses. Reviews the contracting officers' documented interface with customer commands in all contract matters, advising, counseling, and informing customer commands of the status of on-going actions and other information of concern to customer activities. Reviews correspondence to contractors and associated contract documentation for appropriateness.
6. Reviews and evaluates the effectiveness of contract funds management using the electronic accounting system to review funding for appropriateness, adequacy and availability for the contract actions intended. Reviews Financial Status Reports and balance sheets for payment status, the balance of customer command funds, and total contract funds. Reviews the invoicing process for valid certification by the contracting officer and the invoice log sheet. Reviews the Contract Action Reports (CAR) and Facilities Information System (FIS) reports for all awarded contracts, task orders and modifications to track work in place and contract statistics for accuracy.

7. Reviews contracts to verify that services are properly used and that the contracts' relative maximum cost limitations are not exceeded without proper justification. Reviews contracts' indefinite quantity balances are not exceeded and monitors quantity balance reports generated by ordering officers to ensure maximum quantities are not exceeded. Reviews and evaluates for appropriateness contracts' determination/findings and justification/approvals for extraordinary contractual actions and sole source actions related to contract award and contract administration.

8. Reviews and evaluates the process for task order issuances. Reviews customer request and quantities available from balance sheet and associated funding. Reviews and evaluates the issued requests for proposals for contract and task order modifications. Reviews and evaluate the process for the receipt of the contractor's proposal, preparation of pre-negotiation business clearance memorandum as required or a pre-negotiation position memorandum (PNP) for negotiated actions. Reviews and evaluates proposals, specification, drawings and Government Estimates used as the basis for negotiations. Reviews and evaluates post-business clearance memorandums when required or a post-negotiation memorandum (PNM) relative to negotiation preparations for evidence of efficiencies or lack thereof. Reviews modification documents for completeness.

Performs other related and incidental duties as assigned.