

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

広報番号: Announcement No.	FEC-ACQ2-002-17
募集締切日: Closing Date	10 Jan 17 1st Cut-off: 28 Nov 16 2nd Cut-off: 19 Dec 16
発行日: Date of Issue	7 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 ACQ Operations Division (ACQ2)

勤務場所 Working Place: 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: Mon-Fri

勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245

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レベルに相当する英語の語学能力が必要となります。

- 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.
- Knowledge of pre-award and post-award contract administration, different contract vehicles and contract types such as solicitation, proposal preparation, amendments, and award documents.
- Knowledge of Federal Acquisition Regulations (FAR), Defense FAR Supplement (DFARS), Navy and Marine Corps Acquisition Supplement (NMCARS), and contract policies, procedures and regulations.
- Skill in operating computer such as Microsoft Word, Excel, PowerPoint, and Access.
- Ability to analyze and evaluate various proposals/quotations exercising price and cost analysis techniques.
- Ability to negotiate and award contracts/task orders
- Ability to manage multiple requirements simultaneously.
- Ability to operate, and/or provide advice/guidance to supervisors and employees on e-application systems.

\*An applicant who does not fully meet the qualification requirement stated above may be considered at 1-5 level as below:

- 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.

\* 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)) :**

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

<b>Off Base Applicants must submit to:</b>	
〒238-0011	〒238-0011
神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階	Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)	Yokosuka Branch of LMO/IAA
管理第一係	Management #1 Section
電話番号 Phone 046-828-6959	

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-ACQ2-002**

PD is accurate and current. Certified by Activity: kn, 10/31/2016

HRO: rcvd 10/31 kn  
11/3 kw 11/4

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。

Format Rev: 3-8-16

### TASK LIST

Serves as Contract Specialist responsible for a variety of Construction, Facility Support and Architect-Engineering Contracts awarded and administered by the NAVFAC FE Integrated Product Team (IPT) of Naval Facilities Engineering Command Far East (NAVFAC FE). The IPT is responsible for all aspects of the contracting process from receipt of the requirement to closeout of the contract. Performs the pre-award and post-award functions for contracts, purchase orders, simplified acquisitions and commercial items procurements to include modifications and change orders. Contractual actions 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 not limited to the following:

1. Receives solicitation package. Reviews specifications to become familiar with the requirements. Obtains clarifications through direct interface with the customer commands or through the engineer in charge. Reviews finding reservation documents to ensure they are in proper order. Verify that the priority indicated matches the required by date. Records transactions in the computer database for performance reporting.

2. Prepares complete solicitation package ready for advertisement on NAVFAC's Electronic Solicitation (ESOL) website in accordance with the FAR, DFARS and NFAS, incorporating the required provisions and clauses determined by the method and amount of the procurement. Sealed bidding, negotiated and simplified acquisition procedures are used. Prepares all pre-award documentation, such as source selection plan, Determination and Findings, Justification and Approvals, etc. reviews requests for amendments and initiates necessary action. Prepares amendments as required. Schedules and conducted pre-proposal meetings for the purpose of forestalling any misunderstanding and advertising the contractors of various requirements. Serves as the central point of contact on assigned procurements for response to inquiries.

3. Obtains abstracts of bids, proposals and quotes. Participates in bid openings and ensures the sanctity of the sealed bids. For both sealed bid and negotiated acquisitions, the employee performs detailed analysis to determine responsiveness and responsibility of the bidder or offeror. This includes a review of contractor past performance and experience. Conducts pre-award surveys to include review of financial capability and establishment of price reasonableness by analysis of cost or price. Recommends rejection of non-responsive bids. Reviews offer for irregularities and possible mistakes. Obtains verifications as necessary. Participates in the source selection process. Upon receipt of offeror's proposals, prepares pre-negotiation business clearance memorandum when required or a pre-negotiation position memorandum (PNP). Prepares post-business clearance memorandum when required or a post-negotiation memorandum (PNM). Prepares recommendation for award of contract, documenting reasons for decisions including justifying the basis for not recommending award to the lowest offeror or bidder.

4. Upon completion of evaluation, prepares and assembles contract with necessary documentation, including specification, inspection instructions, all other special and standard clauses, in final form and submits to the Contracting Officer with award recommendation for necessary review, approval, coordination and signature. Prepares notice of award and unsuccessful bidder/offeror letters. Distributes executed documents and records transactions into the computer database.

5. Administers contracts assigned to ensure contractor performance is in accordance with all contract provision and clauses. Acts as primary 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. Is also the primary interface with contractors. Prepares correspondence to contractors and documents the contract files accordingly.

6. Performance contract funds management by informal electronic accounting system to ensure funds provided are appropriate, adequate and available for the contract actions intended. Prepares and maintains a Financial Status Report and balance sheet which reflects the payment status, the balance of customer command funds and total contract funds. Review invoices for accuracy and prepares certification. Maintains invoice log sheet. Forward invoices to applicable paying office. Prepares Contract Action report (CAR) and Facilities Information System (FIS) reports for all awarded contracts, task orders and modifications to track work in place and contract statics.

7. Advises customer organizations on functions pertaining to contractual maintenance. Ensure that contractual services are properly utilized and that maximum cost limitations are not exceeded without proper justification. Ensures that indefinite quantity balances are not exceeded and monitors quantity balance reports generated by ordering officers to ensure maximum quantities are not exceeded. Prepares determination and findings and justification and approvals for extraordinary contractual actions and sole source actions related to contract award and contract administration.

8. Prepare and distributes task orders. Reviews customer request and ensures that IQ quantities are available from balance sheet and funds are available. Prepares requests for proposals for contract modifications and task order modifications. Upon receipt of the contractor's proposal, prepares pre-negotiation business clearance memorandum when required or a pre-negotiation position memorandum (PNP) for actions requiring negotiations. Review proposal, specification, drawings and government Estimate prior to negotiations. May conduct negotiations with the contractor as the Contracting Officer's representative. Prepare post-business clearance memorandum when required or a post-negotiation memorandum (PNM). Upon approval, prepares the modification document for signatures and distributes executed documents and records transactions into the computer database.

Performs other related and incidental duties as assigned.