



\* **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"  
 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 for Bachelor's degree in architecture, mechanical, electrical, civil or structural engineering fields OR possess an official engineering license in the related fields.  
**大学卒業証明書又は卒業証書の写し（建築、機械、電気、土木、構造工学科）又は関連分野における公的な免許状の写し**  
 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)  
 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、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy

**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 : BD2		軍電 (DSN) 243-7275
PD No.: FEC-AM4-006	PD is accurate and current. Certified by Activity: BD2 mat 18 Feb 2015	HRO: (rcvd 2/18) kw 2/27 kw 3/26 kw 5/18 kw 8/20

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.

**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: 5-30-14

## Engineer (General)

### 1. GIS Engineering Duties (35%)

- a. Serves as a professional architect or engineer skilled in the application of engineering support systems technology including computer-aided design and drafting (CADD), and geographic information systems (GIS). Functions as a technical expert/consultant on multi-discipline design teams that require complex analysis techniques and/or application of engineering-related computer equipment and automated procedures.
- b. Applies knowledge of professional engineering, geospatial science, mapping, and related mathematics fields, along with advanced understanding of state-of-the-art computer architecture and integration in providing technical consultation and assistance in performing analysis and producing technical documents and reports. Advises and assists design engineers and architects in the application of new GIS technology in the various fields of engineering.

### 2. GIS Support Duties (40%)

- a. Uses specialized professional knowledge of facilities management, particularly engineering and utilities, to execute GIS initiatives for the Command and its customers.
- b. Conducts quarterly reviews, validation and updates of GIS data for Financial Improvement and Audit Readiness (FIAR).
- c. Based on guidance from the supervisor, executes GIS solutions to meet the needs of engineers and facility managers. Provides training and guidance to users. Participates in the development of GIS policy, standards, procedures, and guidelines as necessary to augment general DOD, FIAR and NAVFAC policy and procedures.
- d. Provides technical input for contracted GIS technical services. Reviews submitted work products for technical adequacy.

### C. Computer Systems Support (15%)

- a. Designs geospatial and tabular database structures based on data relationships, data ownership, methods and frequency of access, storage media, data volatility, analysis requirements, etc. Distinguishes common and unique data requirements in order to assign data ownership, avoid data redundancy and properly assign data maintenance responsibility. Monitors the integrity of regional and enterprise GIS databases to ensure data quality and initiate action to correct deficiencies.
- b. Designs and produces engineering support system application software as necessary. Implements off-the-shelf, contractor supplied or organically developed software, updating system documentation, distributing the documentation and providing end-user training.

### 4. Contacts and Supervision (10%)

- a. Maintains professional communication with CADD/GIS staff of other Commands within NAVFAC Far East AOR and with other DOD service components in Japan in order to develop mutual policy and guidance and produce greater consistency between implementations. Coordinates initiatives where practical in order to minimize duplication of effort and expense. Maintains professional contacts with CADD/GIS users throughout government and industry to broaden and improve the implementation at NAVFAC Far East.
- b. Reports directly to the AM4 Division Head, who issues general guidance as to scope and priorities of projects.

Performs other related duties as assigned.