



8.提出するもの Application and Associated Documents	職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 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"</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input checked="" type="checkbox"/> 大学卒業証明書又は卒業証書の写し（電気工学または建築工学の学士号、もしくは電気工学または建築工学関連分野における公的な免許状の写し Copy of Certificate of educational background in mechanical design or architectural engineering field OR official engineering license in mechanical or architectural field.</p> <p><input checked="" type="checkbox"/> <b>2015年3月卒業予定の大学生の方は関連学部/学科卒業見込み証明書及び成績証明書。 Certificate of Expected University Graduation in the related field and Academic Transcript for those who are scheduled to graduate from university in March 2014. (在学中の方が選考された場合は卒業証書のコピーを後日提出して頂いた上、2015年4月1日またはそれ以降の採用となります。 If current university student is selected, hiring date will be on or after 1 April 2014 requiring further submission of a copy of Certificate of University Graduation. )</b></p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 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.)</p> <p><input checked="" type="checkbox"/> 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</p>	

**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：**

**Off Base Applicants must submit to:**

〒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 : BD2 軍電 (DSN) 243-7275

**PD No.: FEC-CI47-003**

PD is accurate and current. Certified by Activity: mat 03 Nov 14

HRO: (rcvd 11/3) kw  
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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), 525-7**

The purpose of this position is to provide a professional engineer capable of performing engineering design assignments of medium/large size complex non-conventional nature in electrical engineering part of the architectural design and engineering field.

1. As a Project Engineer accomplishes medium/large size complex non-conventional engineering assignments. Performs engineering studies, site investigations and survey, and designs; completes advance planning and prepares schematic and working drawings on new construction, alteration and major maintenance of facilities, systems and equipment for Navy contracts for the Commander Navy Region Japan, and for all Navy contracts for all other supported Commands in Japan and Okinawa. (50%)
2. Reviews designs and drawings for medium/large size complex non-conventional projects which are prepared by A&E and Design/Build contractors, including those of MCON's prepared by the Corps of Engineers, USARJ, for conformance with NAVFAC directives and technical accuracy. Prepares review findings and recommendations for corrective actions or alternative solutions to engineering problems. Compiles technical data for A&E contractors. (35%)
3. Performs work involved in preparation of engineering plans and drawings for small sized/conventional projects containing a few complex features in CNRJ area of responsibility. (10%)
4. Compiles technical data for A&E contractors. (5%)
5. Performs other related or incidental duties as assigned.