

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。

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Program Analyst, #166-6

Under the general supervision guidance of the NAVFAC FE Environmental Business Line Coordinator (EV BLC), the incumbent acts as a senior staff analyst and advisor on Environmental programs specified in paragraph 1 below. Performs major duties either independently or by leading team members in EV and/or counterparts in Business Lines/departments/codes in NAVFAC FE, CNFJ and Installations in the Region, as follows:

1. Identifies/analyzes resource requirements and monitors financial execution of the following environmental management programs: (25%)

- Environmental Compliance (EV1)
- Natural and Cultural Resources (EV2)
- Resources and Assessments (EV4)
- Environmental Laboratory and Services (EV8)
- Hazardous Waste (HW)
- Pollution Prevention (PP)

2. For Environmental Program management at the region headquarters level, designs/develops criteria and methodology for programming of resource requirements and reporting of resource requirements and operating status. The criteria are for formulation of budget estimates; execution of approved budget; evaluation of program effectiveness; planning of future operations; and review of operation progress and trends. Acts as EVBL purchase card holder and training coordinator. (30%)

3. For the programs in paragraph 1, as a senior analyst & advisor assists EV BLC in:

- a. Promulgating program and financial policy and direction to PWD's in concert with CNI, CNRJ, and USFJ policies (5%);
- b. Conducting data calls such as Program Objective Memorandum (POM), Program Review (PR), Performance Data Call, and other formal data calls from higher authorities, reviews and analyzes the data received, and compiles them to final packages for submission (5%);
- c. Leading Capability-Based Budget (CBB) formulation and Current Year Budget execution to design/develop resource allocation plan to installations for each program (5%); and
- d. Monitoring program execution, reviewing requests for allocation of/change in resources/funds, and making recommendations concerning approval/disapproval or other appropriate measures to optimize resources for effective and efficient execution as well as to meet program objective. (5%)

4. As a senior analyst and advisor for the aforementioned programs, reviews reports and statistics regarding program execution and performance and checks regulations and policies amended/newly issued on a regular basis to provide advice and guidance to counterparts at installations and/or personnel at operation level in the programs in terms of reporting procedures/methodology enhanced in accuracy, timeliness and efficiency, understanding goals and objectives of the programs, and implementation of new regulatory/policy requirements. (25%)

Performs other incidental and/or related duties as assigned.

License requirement:

Employee must have valid Government of Japan (GOJ) ordinary vehicle driver's license (AT limited is acceptable) to operate vehicle and conduct field investigations and meet customers on site during project development.