



英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional
学歴 Educational Background : See blocks 7 & 8   免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

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 checked="" type="checkbox"/> 運転免許証の写し Copy of Driver's License (AT limited is acceptable)</p> <p><input checked="" type="checkbox"/> 大学卒業証明書又は卒業証書の写し(電気、電子、機械、土木、建築、環境等)又は関連分野(電気、電子、機械、土木、建築等)における公的な免許状の写し Copy of certificate of educational background in electrical, electronic, mechanical civil, architectural, environmental engineering field OR possess an official engineering license in electrical, electronic mechanical, civil or architectural engineering field.</p> <p><input type="checkbox"/> 修了証/証明書の写し Copy of Certificate</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：

〒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

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.

#### Off Base Applicants must submit to:

〒238-0011

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

Yokosuka Branch of LMO/IAA

Management #1 Section

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : NAVFACFE BD2

軍電 (DSN) 243-6198/7462

PD No.: FEC-PRY122-005

PD is accurate and current. Certified by Activity: jt 4/23/15

HRO: (rcvd 4/23)  
kw 4/27 (7/24) js  
7/24

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。

## Task list

This position is located in the Public Works Department, Facilities Management Group, (FMG) PRY1. The FMG provides overall facility management support to all CFAY departments and tenants. The FMG has two branches, Requirements Department, (RD), PRY11 and Asset Management Department (AMD), PRY12. This position is located within the Facilities Planning team within the AMD. Reports directly to the Facility Planning Team Leader.

### A. FACILITY ENGINEER - GENERAL

1. Executes Master Planning and Project Documentation responsibilities for assigned APWO Team through oversight, guidance and direct coordination between APWO, customer representatives, Requirements Dept. team members, Asset Mgmt Dept. team members, NAVFAC FE AMBL and ARE-J and other PWD Yokosuka Departments. Prepares products in compliance with CNIC and NAVFAC policy.
2. Prepares work in terms of broad objectives and mission requirements with the employee being expected to proceed with corrections or solutions. Methods of accomplishing the work and ensuring its technical adequacy, completeness and accuracy are the responsibility of the incumbent, relying on initiative, experience, ingenuity, originality, mature judgment and professional capabilities in performing the duties and responsibilities of the position. Uses comprehensive knowledge of techniques and practices, knowledge of Command policies, regulations and instructions in resolving problems and preparing documents with little or no technical guidance. Completed work is generally accepted as accurate in all respects without significant changes being required.

### B. FACILITY ENGINEER – MASTER PLANNING

1. Participates in on-site coordination and review for Global Shore Infrastructure Plan (GSIP), Shore Infrastructure Plan (RSIP) and Capital Improvement Plan (CIP) planning studies. Division Supervisor or Assistant Installation Planner has the primary role of coordinating studies.
2. Prepare Installation or Tenant level planning studies including, review and validation of original request, survey of existing conditions and suitability of existing structures, review of engineering drawings and specifications, development of alternative proposals and associated costs estimates, preparation of preliminary design concept, photo documentation and preparation of briefs. Studies are prepared for Public Works Officer to use in presenting to Installation Commanding Officer.
3. Prepare Site Approvals (SA) for new construction or facility modification including, review and validation of original request, survey of existing conditions and suitability of existing structures and/or proposal new construction. Division Supervisor is responsible for distribution of work, reviewing SA and submitting to FMG Officer for final approval.
4. Review assigned projects for conformance with Installation Appearance Guide (IAG).
5. Prepare project site plans and/or planning maps for coordination with and inclusion in Geographic Information System (GIS)
6. Conduct Asset Evaluation (AE) and prepare Basic Facility Requirements (BFR) and Facilities Planning Documents (FPD) updates related to assigned Site Approvals and Project Documentation. Input data in Planning Module of iNFADS in association with BFR and FPD updates. Provide support and participation in IPT or NAVFAC PAC executed larger scale updates.

### C. FACILITY ENGINEER–PROJECT DOCUMENTATION

1. Assist in preparation of installation priority lists (IPL) and project brief sheets or project summary sheets for facility projects for MCON, FIP, CNIC Special Projects and FRP programs. Division Supervisor is responsible for distribution of work, reviewing and compiling IPL's and brief sheets.
2. Prepare facility project documentation (i.e., USFJ Form 22, DD1391, etc.) including supporting documents (preliminary site and floor plans, preliminary cost estimates, site approvals, economic analysis, negative decisions, photo documentation, etc.) for Military Construction (MCON), Japanese Facility Investment Program(FIP) , Commander Navy Installations Command (CNIC) special and Foot Print Reduction Program(FRP) and local One Time Authority (OTA) projects. Work includes survey of existing conditions and suitability of existing structures, review of engineering drawings and specifications and preparation of preliminary architectural and engineering drawings and cost estimates.

### D. OTHER ASSIGNED DUTIES

1. Performs other related or incidental duties as assigned.