





## **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 MLC1-5, #0341**

This position is located at the Public Works Department Yokosuka, Facilities Engineering and Acquisition Division. The Facilities Engineering and Acquisition Division (FEAD) provides construction project management, facilities support, engineering, and contractual procurement services for Navy, Marine Corps and other governmental agencies and non-appropriated fund activities in Japan. The incumbent serves as Program Analyst with responsibility for acting as primary coordinator of all contract data management, administration, and workload analysis functions for the FEAD. Uses technical knowledge and automated tools to compile and analyze execution metrics, data calls, and contractor performance information. Reports directly to the Facilities Engineering and Acquisition Officer.

#### **A. CONTRACT DATA ANALYSIS AND MANAGEMENT**

1. Evaluates and analyzes data in workload projection reports, work progress reports, work performance reports and work metric reports to identify problematical area of operations. Those reports cover construction, repair, maintenance, engineering and design services encompassing all engineering disciplines including civil, electrical architectural, mechanical, structural, fire protection, environmental and sanitation. Reviews construction contracting regulatory and policy issuance, previous operating reports, standards of satisfactory performance and other references, standards of satisfactory performance and other references and advises Facilities Engineering and Acquisition Officer concerning methods for deriving and presenting information to more effectively portray status of projects, accomplishment of programmed objectives and requirements for continuing operations.

2. Provides the initial and Resource Allocation Program (RAP) Change 1, FEAD Work-in-Place (WIP) and Facilities Services in Place (FIP) workload projections using the NAVFAC PAC two-step projection spreadsheet. Works with the Facilities Engineering and Acquisition Officer, the Supervisory Contract Specialist, Project Management and Engineering Branch Head, Facilities Support Contracts Manager, the NAVFAC Far East Construction Director (CI5) and Facilities Management and Facilities Services (FMFS) Product Line Coordinator (PW2) to refine and update the projections for the monthly Command Execution Brief. Tracks all FEAD construction metrics, provides periodic reports to the Facilities Engineering and Acquisition Officer, and is the primary point of contact for performance metrics-related data calls.

3. Maintains the office project design and construction tracker. For contracts in progress, reviews contract status and reports on progress through internal and external automated contract status reporting systems. Ensures relevant and required project information is kept current in applicable NAVFAC/DON/DOD automated project tracking and data systems. Works with various staff members within the FEAD and the NAVFAC Far East Integrated Product Team (IPT) to ensure each pending and active project is entered and updated.

4. Serves as primary coordinator and Focal Point User for automated Federal contractor performance evaluation systems; including Contractor Performance Assessment Reporting System (CPARS), Architect-Engineer Contract Administration Support System (ACASS), and the Construction Contractor Administration Support System (CCASS). Updates contractor and contract information in these systems on a recurring basis. Coordinates with Project Managers and Facilities Support Contracts Manager to ensure contractor evaluations are completed in a timely manner.

5. Researches contract files, as necessary, to compile and gather background information on completed or ongoing contracts.

## **B. OFFICE ADMINISTRATION**

1. Assists the Project Managers and Contract Specialist by performing the following tasks: reviews contractor's invoices (NAVFAC 7300/41) and contractor release (NAVFAC 4330/7) for adequacy, verifying general descriptions and the amounts indicated; calculates the amounts of work completed based on work progress percentages, and determines recommended amounts of invoices, referring to contract payment procedures and precedents; coordinates approval/signature with the Project Manager and prepares voucher for DFAS (SF1034); and calculates the payable amount to dollar value using budget rate or current depending on the fund source. In case of funds shortage, forwards invoice package to Project Manager for appropriate action. Maintains liaison and coordinates problems and issues concerning contractor payments with paying agency, DFAS Yokota AFB.

2. Serves as the focal point and repository for all work received in the FEAD. Forwards new work requests to various FEAD Branch Heads for action. Utilizes MAXIMO, e-mail, and other automated systems in performing these duties.

3. Upon absence of Administrative Specialist, assumes responsibility administrative operations of the FEAD, such as personnel actions and MLC timecards, incoming and outgoing correspondence distribution, office budgeting, ordering of supplies, and maintaining contract files.

## **C. OTHER ASSIGNED DUTIES**

1. Ensures applicable NAVFAC policies, procedures, and directives are followed for all assigned projects.

2. Performs other related or incidental duties as assigned.

Attends conferences/training courses scheduled in CONUS/OCONUS. Visits work sites to perform above tasks using government vehicles.