





**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。

**Engineering Technician  
(General)  
MLC1-6, Task List**

1. Development of Contract Packages (75%)
  - a. Prepares specifications, technical plans and drawings conforming to U.S. Codes, Japanese Laws, and NAVFAC directives. Prepares modification packages required to support operation, maintenance and repair of shore facilities.
  - b. Develops detailed Independent Government Estimates for projects. Thoroughly analyzes project scope to determine the manpower, materials, and equipment necessary to complete the project. Provides information critical to the evaluation of contractor bids. Performs technical review and analysis on contractor proposals and provides the Contracting Officer an evaluation of proposal technical acceptability and cost reasonableness.
  - c. Obtains, selects, compiles, translates, and presents technical and scientific information, in both English and Japanese, regarding developments in engineering techniques pertaining to projects, and plans being developed by the FEAD.
2. Support to Contract Administration/Other (25%)
  - a. Reviews contractor submittals for proposed materials to be used and shop drawings and provides the Construction Management Engineer and Contracting Officer with recommendations and comments for approval/disapproval.
  - b. Serves as a member of Technical Evaluation Boards for proposals and provides guidance in establishing technical selection criteria. Upon receipt of contractor proposals, evaluates the proposal against the established criteria to determine which contractor is best qualified to perform the desired work.
  - c. Reviews and translates in English and Japanese such written materials as codes, standards, regulations criteria, reports, etc., requires as reference documents to support the developments, and preparation of specifications, and drawing.
  - d. Assists in maintaining a library of technical standards, procedures, and reference documents for use in specification writing and as engineering design references.
  - f. Performs other duties as assigned, including, but not limited to, non-contract administrative efforts.