

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(土木)又は関連分野(土木、構造)における公的な免許状の写し Copy of certificate of educational background in civil field, OR official engineering license in the related field (civil, structural).</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									
<p>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.</p>									
<p>（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.</p>									
<p>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））：</p>									
<p style="text-align: center;">Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">〒238-0001</td> <td style="width: 50%;">〒238-0001</td> </tr> <tr> <td>神奈川県横須賀市泊町 1 番地</td> <td>1 Banchi Tomari-cho, Yokosuka</td> </tr> <tr> <td>PSC 473 BOX 22 CNRJ HRO N132</td> <td>PSC 473 BOX 22 CNRJ HRO N132</td> </tr> <tr> <td>内線/Extension 243-8152</td> <td></td> </tr> </table>		〒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	
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<p>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 (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.</p>									
<p>2. 外部応募者（非従業員）提出先：</p>									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Off Base Applicants must submit to:</p> <p>〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka Yokosuka Branch of LMO/IAA Management #1 Section</p> </td> <td style="width: 50%; vertical-align: top;"> <p>〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka Yokosuka Branch of LMO/IAA Management #1 Section</p> </td> </tr> </table>		<p>Off Base Applicants must submit to:</p> <p>〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka Yokosuka Branch of LMO/IAA Management #1 Section</p>	<p>〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka Yokosuka Branch of LMO/IAA Management #1 Section</p>						
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<p>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.</p>									
10. 事務処理欄 For Official Use									
<p>募集部隊担当 Activity POC： BD2 軍電 (DSN) 243-7073</p>									
<p>PD No.: FEC-PRY211-015</p>	<p>PD is accurate and current. Certified by Activity: Hi</p>	<p>HRO: (rcvd 2/24) kw 2/27</p>							

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 (Civil)
PRY211D, MLC525-7**

This position is located in the Public Works Department, Facilities Engineering and Acquisition Division (FEAD). The Facilities Engineering and Acquisition Division provide design, contractual procurement and administrative service for U.S.Navy, Marine, and other government appropriated and non-appropriated fund activities. The design and contracts involve construction, repair, maintenance encompassing all engineering disciplines, including safety and environmental requirements. The incumbent coordinates many facets of work with other Engineers and Engineering Technicians responsible for related engineering disciplines to arrive at mutually satisfactory approaches and solutions to technical engineering problems, and independently selects, interprets and applies standard guidelines, while modifying, adapting, and making compromises to meet the requirements of each assigned project. Additionally, the incumbent exercises self-judgment in applying good engineering principles in the design of new construction and repair projects. Reports directly to the Supervisory General Engineer.

A: ENGINEERING DESIGN (70%)

1. Performs civil engineering design work for medium-sized and non-conventional engineering projects.
2. Performs civil engineering design work for small-sized and conventional engineering projects containing complex features in isolated single units.
3. Coordinates the technical design of engineering projects with professional engineers and engineer technicians of other engineering disciplines as required by the size and scope of each projects.
4. Conducts engineering studies and investigations.
5. Completes advance planning and prepares schematic and working drawings for new construction, alteration, and major maintenance of facilities, systems, and equipment for formal construction contract award in the FEAD's area of responsibility and other areas throughout Japan.
6. Prepares contract specifications. Ensure that the contract requirements conform to U.S. Codes and Japanese laws, including safety, security and environmental.

7. Develops detailed independent Government Estimates for designed projects. Thoroughly analyzes project scope to determine the manpower, materials, and equipment necessary to complete the project. Information is critical for the evaluation of contractor bids.
8. Reviews and analyzes contractor's proposed prices and provide evaluation result to the Contracting Officer for acceptability.
9. Review contractor submittals for proposed materials to be used and shop drawings, and provides the Contracting Officer recommendations and comments for approval/disapproval.
10. Leads and assists professional engineers and engineer technicians to prepare instructions, guidelines and technical criteria for their use in developing design, drawing, specification and cost estimate.
11. Performs on-site inspection and survey, and provides technical advice/recommendation to resolve problems encountered under construction based on sound engineering judgment.
12. Performs traffic engineering, slope, protection and landscaping design projects.

B: TECHNICAL REVIEW (20%)

1. Serves as a member of Technical Evaluation Boards that establishes technical selection criteria. Upon receipt of contractor proposals, against the established criteria to determine which contractor is best qualified to perform the desired work.
2. Reviews designs and drawings for medium-sized and non-conventional projects which have been prepared by Design-Build contractors for technical accuracy and conformance with U.S. Codes, Japanese Law, and NAVFAC Instructions and Directives.
3. Prepares review findings and provides recommendations for corrective action or alternate solutions to technical engineering problems.

C: OTHER ASSIGNED DUTIES (10%)

1. Project management data maintenance using NAVFAC e-Applications.
2. Performs other related or incidental duties as assigned.