

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	CFAY-N3AT-04-16L
募集締切日: Closing Date	13 Oct 16
発行日: Date of Issue	23 Sep 16

1.職名, 職番, 給与表 Job title, Job No., & Basic Wage Table (BWT):

Mobile Patrol Guard, #3006 (移動巡視警備員)

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):
等級 Grade-2, 語学能力級 LPL-1

採用可能見習い等級/語学能力級 Acceptable Trainee level:
等級 Grade-1, 語学能力級 LPL-1

事務系(BWT-1) 技能系(BWT-2) 保安系(BWT-3) 医療系(BWT-5,6)
Administrative Blue Collar Trade Security Medical

募集人数
No. of
Recruitment

1 名

4.募集範囲 Area of Consideration

- I. 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee within Activity
- II. 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
- III. 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
- IV. 外部 Off Base Applicant

2.部隊 Activity

Commander Fleet Activities, Yokosuka
Force Protection Department
Guard Division

勤務場所及び時間は、定期的または職務上の必要に応じ、逐次変更されます。
Assigned work site and work schedule are subject to change based on operational requirements.

勤務場所 Working Place: Yokosuka, Urago, Ikego, Negishi, Hakozaki, and Tsurumi

5.雇用の種類 Type of Employment

- MLC
- IHA HPT
- 常用 Permanent
- 限定 Limited Term (___ヵ月 Months)

3.勤務時間 Work Schedule (週 40 時間制 hrww) 規則 Regular 不規則 Irregular

勤務日 Work Days: 5 days a week 週休 2 日

勤務時間・休憩 Work Hours/Recess Period: 0530-1415/1330-2215/2130-0615/45min

夜勤 Night Shift 残業 Overtime 出張 Business Travel (Relief Duty)

6.職務内容 Duties

Under supervision of US military or Japanese guard supervisor, performs armed sentry or patrol guard duty by operating an assigned motor vehicle in order regularly to patrol areas requiring special security and patrol measures to prevent occurrence of accidents or property damage at such facilities as airfields, munition dumps, vital arms storages, munitions repair shops, radio stations, ports or special security facilities and areas, to detect and prevent illegal intrusion, violation of regulations, and property damage. Questions suspicious persons loitering within the areas and apprehends intruders or violators if necessary. Reports incidents and irregularities. Takes predetermined actions complying with general or special orders immediately upon occurrence of emergency situations or possible occurrence thereof, or may take emergency actions using his/her own judgment as the circumstances require. Performs operator's daily inspection and maintenance of the assigned vehicle and equipment. Performs minor emergency repairs to vehicle. Fills in trip tickets and operator's vehicle maintenance service record indicating required data. In case of traffic accident, fills out driver's accident report. Security escort for cash transportation as requested by each activities or commands. Performs any one or more of a variety of guard duties at USFJ facilities either on a regular or rotating duty shift. Duties involved require completion of appropriate training in use of certain small arms and as required, the carrying of such arms while assigned to certain duty stations. Stands guard at designated entrance / exit gates and controls traffic of military and civilian personnel and vehicles entering and leaving USFJ facilities. Checks such documents as personnel badges and passes, property removal authorizations granting or denying entrance or exit as indicated. Ascertain destination of visitors as required, makes appropriate telephone clearances and provides instructions for reaching organizations and personnel. Issues visitors permits after obtaining clearance from individual or organization involved. As required, maintains logs and other records to identify persons, vehicles and property entering or leaving the facility and may be required to check personnel, luggage, parcels or vehicles to prevent bringing in any dangerous instruments or unauthorized removal of property. Foot-patrols assigned areas at such facilities as airfields, depots, shipyards etc., involving such work sites as buildings, billets, housing areas, shops, storage and other operational areas to guard against unauthorized entry and to detect such conditions as fire, unlocked entryways, equipment left in operation and other similar disorders. Apprehends unauthorized visitors, takes appropriate minor corrective action or reports other incidents to superior for instruction and awaits arrival of proper personnel to correct the irregularity detected. Makes appropriate written and oral reports to establish required official records of incidents encountered. Duties require understanding of and ability to follow routine security procedures in which instruction is supplied periodically. Receives training per US Navy instructions and training manual. Appropriate licensing requirements must be met. Performs other related or incidental duties as assigned.

特別な職務状況 Outstanding Working Condition, if any

Ability to work and drive under inclement weather conditions.

Ability to stand long hours.

7. 資格要件／身体条件 Qualification/Physical Requirements

* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1.

#1 項に示された語学能力級レベルに相当する英語の語学能力が必要となります。

a. Must have six months of specialized experience in the related work at 3-1 level.

b. Must have a GOJ ordinary driver's license with at least 2 years of driving experience (A/T limited is not acceptable).

c. **Must bring certificate of driving record for the past 3 years issued by Japan Automobile Driving Safety Center at time of interview.**(面接時に自動車安全運転センター発行の過去3年間の運転記録証明書を持参のこと)

<Please refer to Item 8 for more detail. 詳細は“8. 提出するもの”を参照>

d. Ability to work and drive under inclement weather conditions to maintain emergency services/security capability.

e. Ability to speak, read, and write Japanese language at native language level.

f. Ability to report for duty, 24 hours a day, whether or not public transportation is available.

g. Ability to work at any work site and under irregular work schedule. (Yokosuka, Urigo, Ikego, Negishi, Hakozaki, and Tsurumi)

* To be qualified at 3-1:

Those who do not have specialized experience, but do meet above qualifications “b” through “g”.

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

8. 提出するもの Application and Associated Documents

* **空席応募用紙** Application for Vacancy Announcement

* **専門職務経歴書** Resume of Specialized Work Experience

* **の記入は Complete * in** **日本語で Japanese** **英語で English** **どちらでも Either**

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”

上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;

http://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

日本政府発行の普通自動車免許 (A/T 限定不可) の写し Copy of GOJ ordinary driver's license (AT limited is not acceptable).

修了証/証明書の写し Copy of Certificate

Certificate of driving record for the past 3 years issued by Japan Automobile Driving Safety Center at the interview. 面接時に自動車安全運転センター発行の過去3年間の運転記録証明書を持参のこと

証明書に関しての詳細連絡先：自動車安全運転センター神奈川県事務所

横浜市旭区中尾2-3-1 (神奈川県警察本部交通部運転免許本部内)

045-364-7000/7001

***It will take approximately 2 weeks to acquire the certificate. It is recommended to request/apply for the certificate at the same time you submit the application for this announcement.**

***証明書発行には申請時から約2週間程度かかります。応募者はこの広報への応募と同時に取得申請することをお勧めします。**

英語の能力を証明するものの写し。TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。

(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。

Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency

Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or

self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.

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.)

日本国籍以外の方は、在留カード (両面) 及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport

DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

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時までの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.

2. 外部応募者（非従業員）提出先：

Off Base Applicants must submit to:

〒238-0011

〒238-0011

神奈川県横須賀市米が浜通1-6 村瀬ビル4階

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

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

Yokosuka Branch of LMO/IAA

管理第一係

Management #1 Section

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.

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : CFAY N04CA

軍電 (DSN) 243-8148

PD No.: CFAY-1210C-007

PD is accurate and current. Certified by Activity: mm9/20

HRO: (rcvd 9/21) kw 9/21

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.

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL 語学能力級	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準1級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

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: 3-8-16