岩国基地空席広報
VACANCY ANNOUNCEMENT

広報番号： **Announcement No.**	**CNRJ-N13-004-17**
募集締切日: **Closing Date**	**30 Jan 17**
発行日: **Date of Issue**	**10 Jan 17**

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

Personnel Technician, 461
（人事専門職）

目標等級／語学能力級 Target Grade & Language Proficiency Level (LPL):
等級 Grade-**5**, 語学能力級 LPL-**3**

採用可能見習い等級／語学能力級 Acceptable Trainee level:
等級 Grade-**4**, 語学能力級 LPL-**3**

募集人数
No. of Recruitment

1 名

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

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, Navy Region Japan
Civilian Human Resources Office
Employment / Staffing

勤務場所 Working Place: **岩国市 三角町 Misumi-machi, Iwakuni**

3.勤務時間 Work Schedule **(** 週 40 時間制 hrww **)**

勤務日 Work Days: **5 days a week** (Monday thru Friday)
勤務時間・休憩 Work Hours/Recess Period: **0800-1645/1200-1245**

☐ 夜勤 Night Shift ☒ 残業 Overtime ☐ 出張 Business Travel

5.雇用の種類 Type of Employment
☒ MLC
☐ IHA ☐ HPT
☒ 常用 Permanent
☐ 限定 Limited Term **(** __ヵ月 Months **)**

6.職務内容 Duties

See attached list.

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. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-years college/university in a related field.
b. Must have GOJ ordinary driver's license (AT limited is acceptable).
c. Knowledge of, and skill in applying, an extensive body of Human Resources (HR) rules, procedures, and operations concerning recruitment and placement of U.S. civil service (USCS) personnel.
d. Knowledge of pertinent provisions of Joint Travel Regulations (JTR) and overseas employment processing.
e. Skill in written and oral communication to provide information and advice on general USCS employment rules and regulations.
f. Ability to speak, read, and write English at advanced proficiency level. (LPL-3)

* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below;
1-4: a. One year of clerical, technical, or administrative work experience in any field, OR completion of 4-year college/university in any field.
b. Must have GOJ ordinary driver's license (AT limited is acceptable).

* 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
☒ 運転免許証の写し （A/T 限定可）Copy of Driver's License (AT limited is acceptable)
☐ 修了証／証明書の写し Copy of Certificate
☒ 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下さい。 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
神奈川県横須賀市泊町１番地
PSC 473 BOX 22 CNRJ HRO N132
内線/Extension 243-8152

〒238-0001
1 Banchi Tomari-cho, Yokosuka
PSC 473 BOX 22 CNRJ HRO N132

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６６００時より、午後６６００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.

２．外部応募者（非従業員）提出先：
〒740-0027
山口県岩国市中津町 2-15-35
(独)駐留軍等労働者労務管理機構岩国支部 (LMO/IAA)
管理係
電話番号 Phone 0827-21-1271

Off Base Applicants must submit to:
〒740-0027
2-15-35 Nakazumachi, Iwakuni, Yamaguchi
Iwakuni Branch of LMO/IAA
Management Section

受付時間：月曜—金曜、0830-1715 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, 0830-1715 (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： N131	軍電 (DSN): 243-8155
PD No.: CNRJ-N131	PD is accurate and current. Certified by Activity:	HRO: rcvd (12/9) kn, 12/22 jo

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**は下記をご覧下さい。
Please see the below for the English Language Proficiency Level (LPL) required of the position:

2016 年 2 月 8 日前より継続雇用される現 MLC/IHA 従業員で、2016 年 2 月 8 日前に発行された ALCPT 試験結果をお持ちの方は、その試験結果の語学級レベルが「グランドファーザー」され、その方の現 LPL レベルとして考慮されます。
For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess ALCPT test result dated prior to 8 February 2016, the attained level will be "grandfathered" and honored as the employee's current LPL.

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

Task List

This position is located at Commander, Navy Region Japan, duty stationed at Iwakuni and serves as the Human Resources Office (HRO), Operations Division Iwakuni personnel representative. Performs a variety of technician work in the functions not limited to staffing, recruitment, and employment benefits for the serviced United States Civil Service (USCS) employees by closely communicating with the Region HRO Yokosuka office.

1. Staffing and Recruitment:

Receives and reviews Request for Personnel Action (RPA) for recruitment actions. Explains merit promotion, application procedures, entitlement/eligibilities, etc. to customers. Receives selection package from Office of Civilian Human Resources (OCHR) Operations Center, assesses and verifies selectee's qualification and eligibilities for the selected position and the pay rate. Coordinates initial pre-employment screenings (e.g. physicals, background checks, etc.) Conducts initial orientation and assists new employees (CONUS and local hires) in completing required appointment forms ensuring that the forms are complete and obtains necessary certification. Operates USA Staffing On-Boarding Manager system to release tentative job offers, in-processing documents that need to be filled out and builds selectee's profile for noncompetitive recruitment actions.

2. Personnel Administration and Management Support:

Performs a wide variety of duties involved in the overall administration and management of personnel including, but not limited to:

Receiving, reviewing, and processing all RPAs to OCHR ensuring completeness and accuracy in accordance with the Office of Personnel Management's (OPM's) Guide for Processing Personnel Actions (GPPA) and agency-specific requirements, and tracking status of personnel actions.

Providing technical support, guidance, and processing in a variety of employee-management matters (e.g. leave, travel, benefits, allowances, non-temporary storage (NTS), performance management, position classification, etc.). Reviewing requests, forms, documents submitted by customers for completeness, returning incomplete documents to the initiator for correction and forwarding complete, accurate documents to the Region HRO Yokosuka office or OCHR for further processing. Preparing ID card applications and letters of employment, disseminating a variety of information and documents.

Preparing Travel Orders for Permanent Change of Station (PCS)/Renewal Agreement Travel (RAT)/Student Travel including verifying entitlements and authorizations for travel requests such as restrictions on shipment of personal household goods (HHGs), transportation of dependents, travel advances including reviewing requestors' personnel records. For new employees, reviewing eligibility criteria and pre-determining the amount of overseas allowances authorized prior to appointment, independently providing advice and guidance to managers and employees on regulatory requirements during the PCS processing and after arrival. Receiving, verifying, and forwarding SF-1190, etc. documents to HRO Yokosuka for further processing/input to Defense Civilian Personnel Data System (DCPDS).

Providing trainings, such as on Military Spouse Preference, in-processing briefing and others as needed. Counseling incoming and outgoing military spouses /civilian family members and completing and forwarding the PPP registration forms to OCHR. Maintaining folders on each registrant and performing file maintenance.

Researching and interpreting Department of State Standardized Regulations (DSSR), Department of Defense (DoD) regulations and Joint Travel Regulation (JTR) to provide procedural guidance on authorization and payment of overseas allowances for eligible employees. Pre-screening eligibility of applicants or employees for allowances, and computing the amount to be authorized prior to approval. Performing thorough review and analysis of inaccurate or erroneous claims as needed and liaisong with the employee relations technicians in the Region HRO Yokosuka office for further allowance processing. Elevating complex cases to supervisor and or the subject matter Specialists in the Region HRO Yokosuka office for guidance and resolution

3. Performs other duties as assigned or necessary.

* Requires ordinary driver's license (AT limited is acceptable) to perform mail run duties.