

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号: Announcement No.	FLCY-12-17
募集締切日: Closing Date	4 Jan 17
発行日: Date of Issue	15 Dec 16

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

Purchasing & Contract Specialist, #415

(購買・契約専門職)

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):
等級 Grade-6, 語学能力級 LPL-2

採用可能見習い等級/語学能力級 Acceptable Trainee level:
等級 Grade-5, 語学能力級 LPL-2

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

NAVSUP Fleet Logistics Center Yokosuka
Far East Contracting Department
Policy and Oversight Division
Management Staff (Code 231)

勤務場所 Working Place: Tomari-cho 1, Yokosuka-shi 横須賀市泊町 1

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)

勤務日 Work Days: Mon-Fri

勤務時間・休憩 Work Hours/Recess Period: 0745-1630/1200-1245

夜勤 Night Shift 残業 Overtime 出張 Business Travel

6.職務内容 Duties

Please see the attached sheet.

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

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。

- One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR completion of Master's Degree in a related field.
- Knowledge of Federal Acquisition Regulation (FAR), Defense FAR Supplement (DFARS), Navy and Marine Corps Acquisition Supplement (NAVCARS), and Naval Supply System Command (NAVSUP) regulations, and NAVSUP FLC Yokosuka instruction.
- Skill in operating personal computer applications such as Microsoft Word, Excel, and Access.
- Ability to negotiate and administer contracts/orders.
- Ability to analyze and evaluate various contracting data and using knowledge of regulations, laws, directives, etc.

* The selectee of this position must successfully complete all training courses including also those conducted in U.S. as required by the Defense Acquisition Workforce Improvement Act (DAWIA) for levels I and II.

* An applicant who does not fully meet the qualification requirements stated above may be considered at grade 1-5 level as below:
1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-year college/university in a related field.

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

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	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 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。

Task List

1. Extracts and evaluates contract action data to compile and submit various reports for FLC Yokosuka (FLCY), and FLCY Sasebo site and other contracting offices under FLCY.
 - a. Extracts and evaluates contract action data for Procurement Administrative Lead Time (PALT). Compiles and forwards the monthly status report to management.
 - b. Collects, extracts and verifies contract action data to compile Individual Action Report (DD Form 350) and transmits the information to Naval Supply Systems Command (NAVSUP) on a monthly basis.
 - c. Extracts, analyzes, compiles, and updates statistical data for data calls and other special projects.
 - d. Serves as focal point on statistical data matters with NAVSUP counterpart.
2. Develops, implements, and sustains an automated Management Information System (MIS) for tracking workload, staffing, and productivity for Code 200 and other contracting offices under FLCY. Responsible for analyzing and compiling all statistical data for internal tracking and reporting to NAVSUP via NAVSUP GLS. Monitors reports and provides corrective action as necessary to ensure accuracy, consistency and compliance with regulations and policy. Coordinates with other codes within FLCY in providing statistical data and ensuring its compliance with reports generated by other codes within FLCY. Assists in collecting and providing detailed data for submission of the department's budget.
3. Performs other related or incidental duties as assigned.