

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	FLCY-16-17
募集締切日: Closing Date	14 Feb 17
発行日: Date of Issue	25 Jan 17

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  HPT  
 IHA  
 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.

**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.enic.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.enic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)
- 運転免許証の写し** Copy of Driver's License
- 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 :**

〒238-0011  
神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階  
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)  
管理第一係  
電話番号 Phone 046-828-6959

**Off Base Applicants must submit to:**

〒238-0011  
Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka  
Yokosuka Branch of LMO/IAA  
Management #1 Section

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: FLCY Code 323

軍電 (DSN) 243-6489/8495

**PD No.: FLCY-231-004**

PD is accurate and current. Certified by Activity: ha

HRO: rcvd 1/18 kn1/23  
jol/24

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:

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

This position is located in the Far East Contracting Department (FECD), Policy and Oversight Division, NAVSUP Fleet Logistics Center Yokosuka, Japan. This office is responsible for establishing and executing a Regional Center for Procurement Excellence covering all operations at FLCY and its subordinate detachments at Sasebo and Okinawa and Regional customer activities. This office will initiated a regional general procurement training program and provide Regional Bankcard training. The incumbent serves as the regional general procurement training manager and Government Wide Purchase Card (GWPC) Project Manager responsible for identifying, coordinating, planning, directions and procurement Excellence goals.

1. Plans, organizes, executes and controls the Regional Center for Procurement Excellence. Develops, administers, coordinates, and provides general procurement training including procurement initiatives and tools to regional customer activities. Provides contractual assistance to forces afloat and to shore based units of the operating fleet when requested by the cognizant Fleet and/or type Commander and directed by Director FECD. Researches questions and provides technical contracting advice, guidance, and assistance to regional customer activities. Reviews organizational and regional requirements, conducts studies to determine optimum organizational structures to perform general procurement training assignments and assists other commands and organizations. Analyzes general procurement training, statistics, reports, trends, workload and such other information as required, to determine management effectiveness. Coordinates and reviews statistical data for the region. Performs special training assignments, tasks, and projects as assigned by the Director, FECD.
2. Coordinates, performs, monitors, and influences the timely and productive completion of tasks associated with being the Training Program Coordinator for FLCY GWPC Program consisting of FLCY and subordinate Sasebo detachments and other contracting offices under FLCY. Provides Regional GWPC training to all cardholders and Approving Officials and direction and guidance to Regional Purchase Card representatives. Establishes and implements management controls sufficient to ensure the efficient and effective operation of the GWPC Program and to ensure compliance with laws and regulations. As the expert in the GWPC Program, establishes local procedures and implements purchase card policy and procedures from NAVSUP Headquarters. Participates in the Navy/GWPC conferences and training symposiums. Maintains and keeps cardholders and Approving Officials updated on all regulations, polices and local procedures appropriate to the Purchase Card Program.
3. Develops, coordinates, and monitors the departmental training program including in-house professional and safety training. Collects and disseminates information on courses being offered; surveys the department to find out which personnel need the courses; reports numbers and names of students to the command training coordinator or the agency offering the course; maintains and reports statistics on training received/required, including funding allocated and expended. Maintains training records on all department personnel to assure completion of all mandatory training. Obtains funding and quotas for training that requires frequent communications with other commands in the Navy and other agencies within DOD. Solicits personnel to provide in-house training and publishes a schedule to all department personnel.
4. Serves as department information systems coordinator. Assists department personnel with analysis of their automated information system needs. Designs reports and formats for required administrative output in response to both internal and external requirements. Coordinates with the ADP Department in resolving complex hardware and software problems. Prepares and tracks Automated Information Service Requests (AISRs) for the department. Maintains office supplies for the department. Processes office supplies and printing requests for the department. As the primary purchase card holder, purchases, tracks and recapitulates expenditures of supplies through the use of the Purchase Card. Acquires, transports, stores and distributes supplies for the department. Maintains supply cabinets and restocks as needed.
5. Collects data from three contracting branches, identifies and analyzes all input, and assimilates the collected data for graphical presentation and Department Director review. Analysis of input involves knowledge of pertinent contracting related material and procedures. Serves as Computer Graphics Specialist of all presentations and other reporting documents. Prepared Power Point charts, graphs and/or slides, and briefings for department presentations to the Command, NAVSUP, other commands in the Navy, and other agencies within DOD.

Performs other duties as assigned.