横須賀基地空席広報
VACANCY ANNOUNCEMENT

広報番号： Announcement No.	**FLCY-20-16**
募集締切日: **Closing Date**	**28 Jan 16**
発行日: **Date of Issue**	**8 Jan 16**

1.職種名 Job title **(等級** Grade **5 ／語学等級** LD **3)**

General Supply Specialist, #378
（一般補給品専門職）
Acceptable trainee level (採用可能見習い等級): 1-4

☒ 事務系 Administrative ☐ 技能系 Blue Collar Trade ☐ 保安系 Security ☐ 医療系 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
Industrial Support Department, Requirement Division
Customer Support Branch (Code 502.1)
勤務場所 Working Place**: 横須賀市泊町 Tomari-cho, Yokosuka-shi**

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: 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

6.職務内容 Duties

See attached task list.

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

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.
b. Knowledge of supply and purchase work procedures using supply system such as Advanced Industrial Management (AIM), Enterprise Resource Planning (ERP), and government purchase card.
c. Knowledge of supply items required by ship repair work and their uses.
d. Skill in operating personal computer applications such as Microsoft Word, Excel and Access.
e. Ability to manage supply items by coordinating the order/delivery to customers and monitoring/tracking delivery schedule.
f. Ability to research, analyze and determine supply method considering timeliness and valuable price.
g. Ability to speak, read, and write English at fluent proficiency level. (LD-3)

* An applicant who does not fully meet the qualification requirements stated above may be hired at grade 1-4 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.

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

英語力 English Language Proficiency： ☐必要なし None ☐初級 Basic ☐中級 Intermediate ☒上級 Advanced ☐特段の能力 Exceptional

学歴 Educational Background：7/8 欄参照 See blocks 7 & 8	免許証／修了証 License/Certificate Required：7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents	職務状況 Working Condition
*☒ 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" ☐ 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 Certificate of English Proficiency (Copy) ☒ 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	

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 C323		軍電 (DSN) 243-8495/9823
PD No.: FLCY-502.1-006	PD is accurate and current. Certified by Activity: kt	HRO: (rcvd: 1/6) js 1/6 ms 1/6

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

Is responsible for the customer material requisitioning process. Screens, reviews for completeness and corrects all customer supply orders prior to entry into the supply system, Advanced Industrial Management (AIM), Enterprise Resource Planning (ERP) and One-touch computer systems.
Is responsible to complete the procurement documents in accordance with Department of Defense (DoD), Defense Logistics Agency (DLA) and Naval procedures using the MILSTRIP format for National Stock Number (NSN) procurement. Prepares the procurement documentation using the (SPS) computer system for contract items (non-standard NSN items).
Monitors, tracks and expedites the requisitions to fill required delivery times of the SRF-JRMC workshops and the ships Selected Restricted Availability (SRA) schedule. Makes the determination of procurement by screening and examining the material to purchase, finding the availability in the supply system via world wide researches, and contracting the cognizant material managers in order to get material and procurement status, if material is available in the supply system. Transmits the procurement requisition to the appropriate issuing DoD activities and DoD contracted companies. Researches and reviews companies manufacture or distribute the correct items, if the material is not available in the supply system. Makes the decision to an open contract purchase via the servicing contracting office or by means of the government purchase card based upon the pricing and best value for the U.S. government and customer.

Initiates credit card purchase actions including compiling data, negotiating the price, final determination of price, evaluates the quality of the material, track and ensures timely delivery, shipping arrangement, etc. with contracting vendors via phone, fax, e-mail or World Wide Web sites. The purchase card will be used to procure non-NSN material to assist in expediting the repair of equipment by immediate purchases and expedient deliveries.

Collects, summarizes, prepares and reviews weekly/monthly status reports on material availability for required SRF-JRMC shops and ships repair schedules. Updates supply requisition status and contract procurement status by ship and shop to ensure schedules are met; takes action on reported items that are not within correct times, by preparing supply assist messages, e-mails telephone calls or sending fax in order to correct items that are not acceptable.

As a member of the Core Project Team, undertakes the role of liaison/coordinator between planning, type desk, ships superintendent, shop planners and (surface maintenance officer SURFMO) regarding various supply matters relating the procurement, supply support, supply logistics, technical support and problem solving in areas of the supply logistics chain.

Performs other related or incidental duties as assigned.