

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。

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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, via the Advanced Industrial Management System (AIMS), Navy ERP, DOD EMALL (Electronic Mall), and One-Touch computer systems. Is responsible to complete the procurement documents in accordance with Department of Defense (DOD), Defense Logistics Agency (DLA), and NAVSUP MILSTRIP/MILSTRP procedures. Prepares Non-standard procurement documentation for contracting using Standard Procurement System (SPS). Monitors, tracks and expedites the requisitions to fill required delivery times of the SRF-JRMC workshops and ships Selected Restricted Availability (SRA) schedule.

Uses extensive knowledge of local material requirements and SRF-JRMC work processes to ensure appropriate supply support for overhaul, repair, or other production jobs requiring expedited handling. Maintains constant contact with project team and other maintenance customers to ensure all requirements for critical shortage and other urgently needed material is immediately sourced and requisitioned. Reviews all Job Material Lists (JML) and supporting technical reference documents to determine priority supply actions required. Status of actions and changes in requirements are communicated through correspondence and follow-up to inventory control points, contracting officers, and other material support organizations, including transportation units.

Actions may deviate from established procedures, such as material support responses to engineering driven Departure From Specifications (DFS) maintenance actions. Provides supply operations support for the largest ship's maintenance and industrial activity in the Seventh Fleet Area of Responsibility (AOR), involving acquisition and procurement of many specialized or unique repair parts and equipment requiring expedited handling and shipment. Due to ongoing process improvement initiatives and development of business procedures supporting the transition to a matrix, project team organizational structure, actions are not standardized. Due to operationally driven schedule, modification and resultant supply management revision required.

Makes the determination of procurement method by screening the material for purchase, and locating the material in the supply system via worldwide research, and contacting cognizant item Managers in order to discern if material will support milestone and key events. Reviews all incoming work packages from Work Package Control (WPC) and associated material requisition status to conduct an analysis based on the job scheduled release date and material ESD to determine if the work package can be released. Reviews requisition status from various supply and maintenance listings and determines appropriate MILSTRIP follow-up action based on production shop schedules and project milestones. Updates Material Outstanding Listings with most current supply data for briefings with project team/production shops.

As a member of the Core Project Team, undertakes the role of liaison/coordinator between planning, type desk, ships, superintendent shop planners, and the project officer & project team manager regarding various supply matters related to procurement, supply support, logistics, technical support and problem solving in areas of supply logistics chain.

Initiates credit card purchase actions including compiling data, negotiating the price/final determination of price, evaluating the quality of the material, shipping arrangement, tracking and ensuring timely delivery based on repair schedule. Uses the purchase card to procure non-NSN material to assist in expediting the repair of equipment by immediate purchase and expedient deliveries. Completes monthly Citi Bank reconciliation and ensures that all purchases are in accordance with NAVSUP Instructions and internal procedures.

Collects, summarizes, prepares, and reviews weekly/monthly status reports on material availability for required SRF-JRMC shops and ships repair schedules. Updates requisition and contract status within the project Daily Production Listing and takes action on reported items that are not within correct times, by preparing supply assist emails, phone calls, and messages. Provides a detailed listing of project related material concerns based on potential milestone or key event impact for incorporation into the command level weekly progress briefing.

Provides information regarding local availability of material and expected arrival data of due-in to customers.

Performs other related or incidental duties as required.