

<h1>横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	FLCY-22-16	
		募集締切日： Closing Date	12 Feb 16	
		発行日： Date of Issue	22 Jan 16	
1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LD <u>2</u>) <div style="text-align: center;"> <h3>Stock Control Clerk, #342</h3> <p>(貯蔵品管理事務職)</p> <p>Acceptable trainee level (採用可能見習い等級): 1-3</p> </div> <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <div style="text-align: center; font-size: 2em;">2 名</div>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant	
2.部隊 Activity NAVSUP Fleet Logistics Center Yokosuka, Industrial Support Department Requirement Division, Customer Support Branch (C502.1) 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 <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (___ ヵ月 Months)		
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Mon thru Fri 勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel				
6.職務内容 Duties <div style="text-align: center;">See attached task list.</div>				
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of clerical, technical or administrative work experience in any field, OR completion of 4-year college/university in any field. b. Knowledge of rules, regulations, and procedures regarding supply control and procurement by 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 speak read and write English at average proficiency level. (LD-2) * An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. 1-3: a. One year of general work experience, OR completion of 2-year junior college/2-year of technical school or 4-year degree in any field. * A handicapped applicant may be accepted, depending on the degree and kind of disability.				
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional				
学歴 Educational Background : N/A		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	
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 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" <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 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.) <input checked="" type="checkbox"/> 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

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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

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.

Off Base Applicants must submit to:

〒238-0011

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

Yokosuka Branch of LMO/IAA

Management #1 Section

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC: FLCY Code 323

軍電 (DSN) 243-8495/9823

PD No.: FLCY-502.1-008

PD is accurate and current. Certified by Activity: kt

HRO: (rcvd: 1/19) js
1/20 ms 1/20

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。

Task List

1. Reviews all outstanding requisitions for accuracy, completeness (i.e. stock numbers, nomenclature, authorized substitutes, etc.) and status from various supply listings. Expedites/updates requisition priorities to meet the ship's work schedule and progress. Determines supply sources for a requested material, estimates delivery times of material to meet production shop schedules and project milestone. Updates Material Outstanding Listings with most current supply data for briefings with project team/production shops. Is required to edit and process high dollar value industrial support DLR (Depot Level Repairable) components utilized in ship repair such as ship's shafts, propellers, sonar domes, antennas, HPAC Motors, catapult and arresting gear, all examples.
2. Reviews incoming Job Material List (JML) and processes procurement actions for National Stock Number/Non-standard items to FLC Puget Sound, or FLC Yokosuka, via Government Purchase Card. Ensures the accuracy of all data fields and prepares supporting documentation such as sole source and urgency statements.
3. Procures material purchases that are in accordance with NAVSUP Instructions and internal operating procedures. Responsible for compliance with all regulations and guidance, ensures purchases and dollar amounts fall within authorized limit. On the Non-standard items that are batched and processed to contracting the aggregate dollar value is typically greater than \$25K especially for ships habitability items. Also, the integrity that person must have is essential in ensuring compliance with all ethics standards.
4. Initiates and ensures that Supply Discrepancy Reports (SDR) and Quality Deficiency Report (QDR) are submitted to appropriate agency for items received with shortages, or incorrect items and damage to improve the supply operations.
5. Provides information regarding availability of ship repair items, expected arrival data of due-in to customers and perform every supply transaction IAW supply regulation, instruction and guidance (i.e. NAVSUP instruction, DoD instruction, etc).
6. Reviews project job material listing and takes appropriate supply action based on status of job such as cancellation, modification, or follow up action.
7. Performs other related or incidental duties as assigned.