

8.提出するもの Application and Associated Documents	職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*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</p> <p><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"</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証/証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><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.)</p> <p><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</p>	

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

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 C323

軍電 (DSN) 243-6489/8024

PD No.: FLCY-441-001

PD is accurate and current. Certified by Activity: ha

HRO: (rcvd: 6/18)

au 6/22 jo6/23 (8/5)

au 8/6

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

General: This position is located in the Personal Property Processing Office's (Storefront), of the Fleet Logistics Center, Yokosuka, Japan. The storefront operation provides entitlement counseling and quality control services to military service members and civilian employees incident to movement of household goods. The incumbent acts as a single point of contact for providing counseling and entitlements in arranging and coordinating pickup, personally procured move, shipment and/or storage of household goods, unaccompanied baggage, privately owned vehicles, boats and household goods inspections when required. This position is responsible for performing all customer-facing storefront functions for the DOD Joint Personal Property Shipping Office, Japan. Communications in a bilingual environment are required of the incumbent in order to perform major duties and deal with English speaking customers.

Major Duties and Responsibilities

Communicates with member/employee, their dependents or agents to elicit their shipment needs and services desired. Reviews orders and determines the extent of entitlements and eligibility for the shipment drayage, temporary storage or non-temporary storage of household goods at government expense. Explains shipment and storage options, special procedures for shipments under various types of orders, assign transit times, provide member/employee responsibilities, explains claim procedures and other information relevant to the shipment/storage of personal property. Reviews and finalizes DD Form 1299 Application for Shipment/storage of personal Property for member/employee signature and compiles all required documents for shipment/storage. Prepare additional documents as required, to include counseling checklists, customs forms, Voucher/Pay Adjustment Authorization, etc. Incumbent must be knowledgeable of traffic management and transportation policies, principles and methodology. Knowledge of transportation modes, consignment instructions, rate solicitations, Best Value traffic distribution, Defense Personal Property Program business rules and Defense Personal Property System is also required.

Responds to all member/employee and TSP requests for information or assistance. Assistance provided includes, but is not limited to answering questions, providing claims information, providing assistance to determine pre-approved accessorial services, and initiating shipment change requests.

Ensures that the work of TSP/Contractors engaged in the physical handling (packing and crating) and movement of household goods comply with applicable service tenders, solicitations, contract specifications and other government regulations. Perform quality assurance inspections through telephonic contact with member/employee. Inspections will occasionally be performed at the member/employee residence or at a TSP warehouse. Knowledge of the Tender of Service and Total Quality Assurance Program are required to perform this task.

Computes excess charges for customers that exceed their JTR/JFTR entitlements. Prepares cost collection documentation and notifies customers regarding excess costs. Prepares and conducts briefings during housing briefs, TAMP/ATAMP seminars and smooth move seminars as scheduled. Initiates, processes and coordinates pack-out or delivery of personal property shipments to or from government controlled quarters utilizing local housing office funds. Detailed knowledge of the Defense Transportation Regulation and Joint Federal Travel Regulation/Joint Travel Regulations and all personal property service regulations is required to perform this task.

Performs other duties as necessary.