



## 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級レベルに相当する英語の語学能力が必要となります。

- a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work, OR possession of doctorate degree in accredited graduate school in a related field may qualify him/her at 1-7 level.
- b. Knowledge of analytical and evaluative methods applicable to studies of work methods, procedures, problems, and reporting to develop corporate-wide business metrics.
- c. Knowledge of Command's Automated Information System (AIS) data structures and data structure of various applications, such as AIM4RMC.
- d. Knowledge of SRF-JRMC, or similar complex business organization processes, policies and programs.
- e. Skill in operating applications such as Microsoft Word, Excel, Access, PowerPoint and VBA, etc. to prepare graphs, charts, flow charts and other visual graphics for presentations.
- f. Ability to determine the vital elements that drive successful performance of the organization and identify key business indicators to show operating success, problems, and effectiveness and ineffectiveness.
- g. Ability to work with higher level management and subject matter experts across the command related to the understanding of all analytical discoveries.

\* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below:

1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR possession of master's degree in a related field may qualify him/her at 1-6 level.

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 may qualify him/her at 1-5 level.

\*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.cnrc.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.cnrc.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 (1<sup>st</sup> 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 : SRF-JRMC MLC Manpower Division (C1160) 軍電 (DSN) 243-4552

PD No.: SRFJRMC-1201A-003

PD is accurate and current. Certified by Activity: hs

HRO: ms 12/20

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.

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。

## Management Analyst, #120-7 Task List

General: Under the direction of the Business and Strategic Planning Officer (BSPO), develops and manages cooperate-wide business metrics and analytics utilized to demonstrate the health of the organization and forecasts business trends, identifies threats and opportunities, and recommends action for improvement. Works with BSPO and Executive Steering Committee (ESC) to identify, formulate, and evaluate the Command's future Strategic Plans, goals, initiatives, strategic options and alternatives, and areas for continuous process improvements.

1. Conducts organizational studies to understand work methods, procedures and reporting, to collect vital business information required to develop and maintain cooperate-wide business metrics, other analytics and reports in order to demonstrate the comprehensive health of the organization and identifies strengths, weaknesses, opportunities, and threats. Works with higher level management and subject matter experts across the command to understand all analytical discoveries. Works as a team leader and/or member to identify deficiency root causes, recommend solution, and project/determine future Strategic options and alternatives.

- a. Researches a wide variety of organizational structures to understand the importance of each functional area, how they operate, how they overlap, how they impact other work processes and products, and how each contributes to the success of organization's mission.
- b. Understands the various customers and services provided, as well as adherence to governing policies.
- c. Studies work problems and procedures. Interviews personnel and conducts on-site observation to understand organizational structure and functions, work performed, methods, equipment, and personnel involved. Identifies barriers including managerial inefficiencies.
- d. Determines the vital elements that drive the organization and identifies the key business indicators to show operating success, problems, effectiveness, and inefficiencies.
- e. Works with ESC, BSPO and the Continuous Improvement Director to direct Lean events and steer the Command Strategic Plan's future focus.
- f. Drives organizational change through the formulation and measurement of targeted goals.
- g. Conducts training to ensure goals and targets are communicated and understood across the various work structures within the Command.
- h. Uses various Business Intelligence tools to monitor change performance and organizational success.

2. Designs, develops and maintains Business Intelligence tools. Serves as Systems Data Administrator supporting both C1201A and C1201B. Understands the Command's Automated Information System (AIS) data structures to (data) mine and extracts the correct data and create programming variants required to produce accurate metrics. Prepares for transition to new AIS enterprise system: understands new data formats for data mining and reporting changes. Continuously improves C1201 programs to new formats and builds new reports and metrics as required for Code 1201 processes and products including Business Intelligence tools..

- a. Designs, documents, develops and maintains Business Intelligence tools. Establishes structure and logical data relationships.
- b. Develops processes and standard operating procedures to include data file formats.
- c. Develops user manuals and instructions utilized to train users on Business Intelligence functionality and intended use.
- d. Maintains the database to incorporate current and future business requirements of the organization and its customers.
- e. Ensures consistent integration of meaningful data and/or recommends changes to the format of the data being evaluated.
- f. Resolves programming issues for the division and independently leads special studies or coordinates the work of others in evaluating existing programs/databases in order to fine tune/streamline system performance.
- g. Captures data from various sources and IT systems. Participates in the design of (data) mining and understands present and future data warehousing systems.
- h. Uses enhanced ACCESS techniques, formulates metric algorithms and builds tables, and complex queries and reports. Provide guidance and instruction to other analysts.

3. Performs other incidental and related duties as assigned.