





## 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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### TASK LIST:

1. Responsible for overall production control duties for the assigned Area of Responsibility (AOR) or the zone for all the ship availability work and special projects. Assigned an AOR or a designated zone within which he/she analyzes job orders and determines the scope of work required. Independently determines risk and coordinates with Ship's Force, Ship Supts, and Shops to develop mitigation plans.
  2. Determines key points of work by referring to job specifications, plans, shop workload, work schedules, etc. Leads and/or participates in job summary scoping meetings to determine proper sequencing, manning, and scheduling of work. Coordinates with other Ship Supts/Zone Managers, Shops, and Schedulers to build an integrated schedule.
  3. Maintains close coordination with the personnel concerned (such as Ship's Force, Shop Heads, and planners, other Department personnel and contractor representatives) over all the various matters (e.g., timely deliver of material, equipment, blueprints, specifications, etc.) in order to accomplish all required work on schedule. Determines impact to schedules due to delays or new/growth work and works with Assistant Project Superintendent (APS), Ship Supts/Zone Managers, Shops, and Schedulers to adjust the Project Schedule.
  4. Inspects and follows up jobs to know status of the physical progress of work aboard ships and in the shop. Responsible to ensure progress of work is accurately and timely reported by Shop supervisors.
  5. Discusses the status of pending or incomplete work, if any, with Shop supervisors concerned, Planning and Engineering, and with Ship's representatives to determine proper course of actions prior to the designated completion date.
  6. Assists in identifying and resolving Safety issues.
- Performs other or related duties as assigned.