

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">-Amendment dated 15 Jun 16- Changed closing date from 30 Jun 16 to 12 Aug 16 with two (2) cut-off dates</p> <p style="text-align: center;">-Reissue- Changed No. of Recruitment from Two (2) to Three (3).</p>		広報番号 : Announcement No.	SRFJPMC-052-16L(R)(A)
		募集締切日: Closing Date	12 Aug 16 1st Cut-off: 30 Jun 16 2nd Cut-off: 21 Jul 16
		発行日: Date of Issue	10 Jun 16
1.職名, 職番, 給与表 Job title, Job No., & Basic Wage Table (BWT): <h2 style="text-align: center;">Management Analyst, #119</h2> <p style="text-align: center;">(管理分析職)</p> 目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL): 等級 Grade-6, 語学能力級 LPL-3 採用可能見習い等級/語学能力級 Acceptable Trainee level: 等級 Grade-5, 語学能力級 LPL-2 等級 Grade-4, 語学能力級 LPL-2	募集人数 No. of Recruitment <h1 style="text-align: center;">3名</h1>	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 * Those who previously applied for VA No. SRFJPMC-052-16/L(R) need not reapply.	
<input checked="" type="checkbox"/> 事務系(BWT-1) <input type="checkbox"/> 技能系(BWT-2) <input type="checkbox"/> 保安系(BWT-3) <input type="checkbox"/> 医療系(BWT-5,6) Administrative Blue Collar Trade Security Medical	2.部隊 Activity U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center, Yokosuka (SRF-JPMC), Continuous Improvement Office (Code 100CI) Lean/Six Sigma Branch (Code 100CIA) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Monday thru Friday 月曜日 - 金曜日 勤務時間・休憩 Work Hours/Recess Period: 08:00 - 16:45/12:00 - 12:45 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel	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)		
6.職務内容 Duties <p style="text-align: center;">See attached sheet.</p> 特別な職務状況 Outstanding Working Condition, if any.			

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 1-5 level in the related work, **OR** possession of master's degree in a related field.
- b. Knowledge of Lean Six Sigma methodology.
- c. Knowledge of SRFJPMC objectives, organizational structures, and functions.
- d. Knowledge of analytical and evaluative methods to identify ways to improve effectiveness of work methods, procedures, organizations, manpower use, distribution of work assignments, information and documentation systems, and similar functions.
- e. Skill in operating computer with applications such as Microsoft Word, Excel, and Power Point.
- f. Ability to serve as a lead team member on a Lean project team analyzing, reviewing, providing technical and administrative support.
- g. Ability to plan, organize, conduct and evaluate the studies, estimate costs, coordinate with the appropriate staff and line management personnel, and coordinate with all phases of the Lean project.
- h. Ability to provide training to team members.

* The selectee of the position must be able to attend and successfully complete Green Belt training and receive certification.

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

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-years college/university in a related field.

1-4: a. One year of clerical, technical, or administrative work experience in any field, **OR** completion of 4-years college/university in any field.

* 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_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 神奈川横須賀市泊町 1 番地 PSC 473 BOX 22 CNRJ HRO N132 内線/Extension 243-8152
〒238-0001 1 Banchi Tomari-cho, Yokosuka PSC 473 BOX 22 CNRJ HRO N132

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-100CIA-003

PD is accurate and current. Certified by Activity: mm

HRO: (rcvd: 1/21) as 1/22 ms 1/22 (5/25) js 6/8 ms 6/15

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:

LPL 語学能力級	<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
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準1級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 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。

Task List PD No.: SRFJPMC-100CIA-003
Management Analyst, #119-6

The incumbent is trained on the improvement metrology of Lean Six Sigma to work on a specific process and possess the process knowledge important to the success of the project.

1. Serves as a lead team member on a Lean project team analyzing, reviewing and providing both technical and administrative support. Participates in the planning, analysis, and completion of Lean projects. Performs project scope, data analysis, tool usage and Lean methodology in support of SRF-JPMC objectives. Analyzes and maintains accurate and timely project tracking information; identify key metrics and performance indicators, and assist in documenting Lean project results.
2. Implements improvement projects, which are of an approximate value of up to \$500,000. Assigned to projects that are within the SRF-JPMC enterprise. The incumbent will assist in documenting and reporting tangible cost benefits and Return on Investment (ROI) results.
3. Performs work involved in planning and organizing the study, estimating costs, coordinating with the appropriate staff and line management personnel, and conducting all phases of the project which may present complex problems due to several inter-related operations. This frequently involves the definitive interpretation of regulations and study procedures, and the initial application of new methods.
4. Analyzes and conducts studies that identify ways to improve effectiveness of work methods, procedures, organizations, manpower use, distribution of work assignments, delegations of authority, management controls, information and documentation systems, and similar functions.
5. Participates in complex workflow design projects, using measurement and statistical process control tools, and serves as on-site project realization champion. Conducts analytical studies and evaluations requesting and utilizing input from managers throughout the command, and develops reports and consensual agreements as to the findings/recommendations.
6. The incumbent will provide training to other team members as required.
7. Performs other related incidental duties as assigned.

Qualification Requirement:

Must be able to attend and successfully complete Green Belt training and receive certification.