

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号: Announcement No.	NCTSFE-004-17
募集締切日: Closing Date	29 Nov 16
発行日: Date of Issue	9 Nov 16

1.職名, 職番, 給与表 Job title, Job No., & Basic Wage Table (BWT):

Administrative Specialist, #9 (管理専門職)

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):
等級 Grade-4, 語学能力級 LPL-2

採用可能見習い等級/語学能力級 Acceptable Trainee level: N/A

募集人数
No. of
Recruitment

1名

事務系(BWT-1) 技能系(BWT-2) 保安系(BWT-3) 医療系(BWT-5,6)
Administrative Blue Collar Trade Security Medical

4.募集範囲 Area of Consideration

- I. 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee within Activity
II. 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
III. 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
IV. 外部 Off Base Applicant

2.部隊 Activity

NAVCOMTELSTA Far East
Training & Readiness Department (N7)

勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka

5.雇用の種類 Type of Employment

- MLC IHA HPT
 常用 Permanent
 限定 Limited Term (__ヵ月 Months)

3.勤務時間 Work Schedule (週_40_時間制 hrww)

勤務日 Work Days: 5 days a week (Monday thru Friday)

勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245

夜勤 Night Shift 残業 Overtime 出張 Business Travel

6.職務内容 Duties

See attached list.

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。

- One year of clerical, technical, or administrative work experience in any field OR completion of 4-years college/university in any field.
- Knowledge of policies, regulations, and procedures governing administrative procedures of Navy correspondence and travel system.
- Skill in operating office automation hardware and software such as Microsoft Windows, Microsoft Office suit (Word, Excel, Access, PowerPoint and Outlook) and Adobe Acrobat.
- Ability to apply knowledge of Privacy Act and handle privacy information in accordance with regulation.
- Ability to communicate effectively with all levels of personnel.
- Ability to answer customer questions on department procedures.

* 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.cnmc.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)) :

<p>Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):</p> <p>〒238-0001 神奈川県横須賀市泊町 1 番地 PSC 473 BOX 22 CNRJ HRO N132 内線/Extension 243-8152</p>	<p>〒238-0001 1 Banchi Tomari-cho, Yokosuka PSC 473 BOX 22 CNRJ HRO N132</p>
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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

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 : NCTS FE, Admin Department (N1)

軍電 (DSN): 243-5808/8252

PD No.: NCTSFE-N7-012

PD is accurate and current. Certified by Activity: my 11/4/2016

HRO: (rcvd 11/4) kw
11/7

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	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 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。

Format Rev: 3-8-16

Task List for Administrative Specialist, #9-4

1. (30%)

a. Prepares DoD correspondence accurately and in proper format. Submits draft for approval.

Must be knowledgeable of DON correspondence and guidelines.

b. Filing & records management is accordance with DON instructions. All data filed in its proper place, so information search can be completed 5-10 minutes from time of request.

c. Customer Service. Screens incoming telephone calls and visitors as a customer service desk. Determines priority of issue and refers visitor/call to appropriate office or manager.

d. Prepares command reports/reguitions

(1) Command GSA mart requests and internal office supplies.

(2) Prepares outgoing message using DoN message processor

(3) Prepares, track, and ensure receipt of department purchases through the Purchase request (PRF) automated system.

e. Mail Distribution pickup and disseminate incoming correspondence.

f. Translates documents, briefs, instructions, and other official correspondence for English to Japanese and vice versa.

g. Prepares travel requests and claims for department personnel. Responsible to coordinate and receive all travel documents. Technically knowledgeable of procedures prescribed in the Joint Travel Regulations (JTR) for civilian personnel.

h. Oversee both USCS and MLC command time keeping functions and collects, reviews and forwards command labor distribution and time sheets to command administrative department for processing. Involves practical knowledge of Master Labor Contract (MLC) and USCS payroll policies. Advises department head on managing employees' payroll.

2. (70%)

a. Collects and reviews SF-182 documents and training requests. Process document and routs through staffing process. When required, collects corresponding Funds Request Forms (FRF) and process the SF182 and FRF together as a package. Keep a log on all active SF182. Once complete archives as official record.

b. Maintains Department Training records, ensure all records are kept current and up to date. Reviews other department/detachments Training Records and prepares Department In the Spotlight (DITS) reports on the status of these records. Conducts same review for all CSI and provide feedback to Department Head.

c. Lead Department effort in preparing monthly Training report. Request data from N7 personal and Department/Detachment Training Petty Officers (TPO) and prepare report for Department Head (DH) review. Submit report after DH review.

d. Assist as required with Planning Board 4 Training (PB4T). Assist in updating Short and Long Range Training Plans.

e. Maintain Department Portal Access. Create Portal Permission Groups and Update Portal Permissions. Collect training certs Review Training POC record submissions & update accounts accordingly (Requires TWMS/FLTMPS/PRF/eNTRS accounts).

3. Performs other related or incidental duties as assigned.