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| <p>*<input checked="" type="checkbox"/> <b>空席応募用紙</b> Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> <b>専門職務経歴書</b> 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』<br/>If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"</p> <p><input checked="" type="checkbox"/> 運転免許証の写し Copy of Driver's License (A/T limited is acceptable)</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)<br/>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> |  |
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**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 (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 : NCTS FE, N11 |  | 軍電 (DSN) 243-5808/8252   |
| <b>PD No.:</b> NCTSFE-N15-010      | PD is accurate and current. Certified by Activity: NCTS FE, my 1/13/16 | HRO: (rcvd 1/20) kw 1/21 |

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

## Task List

This position is located in the Administrative Department, U.S. Naval Computer and Telecommunications Station, Far East (NCTS FE). Services as Command Travel coordinator providing administrative support to military personnel, U.S. Civil Service employee, Offshore Philippine General (OG) employees and Master Labor Contract (MLC) employees for all of NCTS FE and the outlying detachments in the Far East AOR (Singapore, Chinhae, Okinawa, Sasebo, Iwakuni, Atsugi, Misawa and Diego Garcia).

1. Prepares Travel arrangement. 70%
  - a. Coordinates travel, researches requirements as required.
    - (1) Reviews TAD requests in Defense Travel System (DTS) and helps travelers to arrange travel in DTS including flight and lodging reservations and prepare for liquidation upon return. Prepare DD form 1610 Request and Authorization and other required travel documents Travel for Master Labor Contract (MLC) employees. Ensure compliance to travel regulations and funds availability with no anti deficiency violation.
    - (2) Maintains Japanese Personnel Travel Authorization (JPTA) on all NCTSF, maintains all records and master files.
    - (3) Reviews and arrange entitlement travel such as Renewal Agreement Travel, Student Travels, Funded Environmental and Morale Leave (FEMLE), Environmental and Morale Leave (EML), Emergency Travel and PCS transfer for USCS civilian. Coordinates with Civilian Administrative Support Division to Human Resources Office for final process as necessary.
    - (4) Submits and process all requests to the Comptroller, NCTAMSPAC through PRF for approval.
2. Prepares official Naval correspondence to PSD Yokosuka and other commands to adjust Travel cost and requirements, i.e. per diem, additional site visit, official contractor visits. 10%
3. Serves as the Command Agency Program Coordinator (APC) for DOD Government Travel Card Program. Establishes and maintains all personnel government travel card accounts. Provides training and guidance on the regulations and proper use of government travel cards. Reports to the Administrative Officer to take necessary action to clear member travel card accounts if delinquent. 20%
4. Performs other related or incidental duties as assigned.

Operates government ordinary vehicle to make deliveries/pick-ups of port calls and all travel related paperwork as required. License requirement: Ordinary Driver's license is required.