



<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』 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) 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-N11-012	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

The position services as Administrative Support to the Command under the Management Analyst and the Department Head and as NCTSFE's Liaison and source of authority on all pay and leave issues for all NCTS FE USCS and MLC employees in Far East. Assumes Standard Labor Data Collection and Distribution Application (SLDCADA) Administrator function.

1. As Command Administrative Specialist: 30%

a. Performs an administrative support to Department Head and members of the Administrative Department.

(1) Receives telephone calls and visitor. Refers them to supervisor or appropriate individual. Takes messages as required. Assists the interpreter/translator with basic translating and interpreting of information from/to English to/from Japanese for all NCTSFE Yokosuka employees.

(2) Performs MLC Timekeeping, in accordance with MLC instruction, verify and monitor all certification of leave and employee's entitlement for leave and overtime. Assemble, prepare and submit the report to Payroll and HRO as Command POC for MLC timekeeping. Incumbent must speak, read and write Japanese as native language level.

2. As Customer Service Representative (CSR) and Standard Labor Collection and Distribution Application (SLDCADA) Administrator: 70%

a. Performs full range of payroll duties under an automated allocation - Defense Civilian Payroll System (DCPS), and Time and Attendance (T&A) application - SLDCADA for all USCS employees at NCTS FE.

b. Interprets and disseminates critical information on payroll, timekeeping and regulations concerned; develops the command instruction and/or local guidance to ensure uniform interpretation and application of regulations and procedures; and establishes the command procedures and control for payroll and timekeeping. Requires in-depth and/or broad knowledge of payroll regulation, procedures and policies. This includes knowledge of extensive and diverse financial regulations and procedures governing wide variety types of related transaction of resolve nonstandard transactions, complaints, or discrepancies, provide advice, or perform other work that requires authoritative procedural knowledge. The work requires analysis, development or testing of variety of established techniques and method to evaluate alternatives and arrive at decisions, conclusions or recommendations.

c. Responsible for entire documentations necessary for NCTSFE payroll system for USCS employees. Administrative record elements in the DCPS, reconciles validity of reports from the systems, analyzes pay personnel records and initiate corrective action as necessary. Contacts DFAS and HRO to troubleshoots any payroll issues.

d. Assumes responsibilities as SLDCADA Administrator for all USCS employees. Administrates record elements in SLDCADA, reconciles validity of reports from the systems, analyze personnel time and attendance records and initiate corrective action as necessary. Studies develops and updates the mechanism required under the T&A system for smoothness of operation. Advises USCS employees of any issues and T&A matters. This includes knowledge of extensive and diverse policies and procedures governing T&A for civilian personnel. Acts as focal POC for newly hired USCS employees to establish payroll account in the system. Interprets T&A procedures and implements guidance to all USCS employees. Provides technical support, assistance and training to members as necessary. Resolves and troubleshoots for all USCS T&A and leave matters.

e. Provides assistant to Management Analyst for submission of PRF. Performs responsibility as Optar Holder for Purchase Request Form (PRF) for all USCS employee who has the entitlement for overseas allowance with the knowledge of Joint Travel Regulation and Department of State Standardized Regulations (DSSR), tracks and maintains the records for all employees. Estimates the funds for Non Temporary Storage, tracks the yearly rate and maintains the record.

3. Performs other related or incidental duties as assigned.

Operates government ordinary vehicle to transport personnel issue as required.  
License requirement: Ordinary Driver's license is required.