

8.提出するもの Application and Associated Documents	職務状況 Working Condition		
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 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"/> 日本政府発行の普通自動車運転免許証 (AT 限定は不可)、及び大型特殊運転免許証の写し Copy of GOJ ordinary vehicle driver's license (AT limited is NOT acceptable) and GOJ large-sized special purpose driver's license</p> <p><input checked="" type="checkbox"/> フォークリフト運転技能講習修了証の写し Copy of Certificate of completion of training course for Forklift Operator.</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>			
<p align="center">9. 応募書類提出先 Office to Submit</p>			
<p>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.</p>			
<p>（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.</p>			
<p>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>			
<p align="center">Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):</p> <table border="0"> <tr> <td data-bbox="99 1079 802 1226"> 〒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 </td> <td data-bbox="802 1079 1533 1226"> 〒238-0001 1 Banchi Tomari-cho, Yokosuka PSC 473 BOX 22 CNRJ HRO N132 </td> </tr> </table>		〒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	〒238-0001 1 Banchi Tomari-cho, Yokosuka PSC 473 BOX 22 CNRJ HRO N132
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<p>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.</p>			
<p>2. 外部応募者（非従業員）提出先 :</p>			
<p>〒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 受付時間：月曜—金曜、0830-1730 時 (日本の祭日を除く)。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays).</p>	<p>Off Base Applicants must submit to: 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka Yokosuka Branch of LMO/IAA Management #1 Section</p> <p>Please contact LMO/IAA for questions on conditions of employment.</p>		
<p align="center">10. 事務処理欄 For Official Use</p>			
<p>募集部隊担当 Activity POC: Command Office 軍電 (DSN) 243-6487</p>			
<p>PD No.: DDYJ-J3M-005</p>	<p>PD is accurate and current. Certified by Activity: mt</p>	<p>HRO: (rcvd: 10/23) js 1/5 jol/6</p>	

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。

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Task List

General: This position is located in the Motor Vehicle Support Division, Logistics Operations Department, DLA Distribution Yokosuka Japan.

1. Reviews pertinent (American and Japanese) laws, instructions, standard operating procedures, results from accident investigations, and guidance from the Equipment Program Manager to determine training objectives for the Material Handling Equipment (MHE) training and licensing program. Develops and maintains the activity's MHE Training, Testing, and Licensing Program. By applying expert knowledge of MHE operations, manufacturer publications and applicable safety, statutory, and regulatory instructions, the MHE Training Coordinator/Lead Instructor develops or periodically revises MHE lesson guides, training aids, other course materials in English and Japanese, and estimates training hours needed for each type of MHE. Develops and evaluates course plans, instructional aids, and test questions. Administers written and practical tests. After all training requirements are met, the MHE Training Coordinator/Lead Instructor issues and signs the MHE Operator Certification card (OF-346). Develops specialized training for employees who are qualified but need reasonable accommodations to overcome a disability. Communicates with supervisors (MLC 1-6 or GS-11) on any reasonable accommodations for disabilities that need to be implemented in the work environment. Teaches MHE classes in English and Japanese for each type of MHE present at DDYJ.
 2. Maintains and updates training and certification records on all MHE licensed employees. Prepares and distributes training schedules to students and coordinates with the other MHE instructors to ensure every class is covered and each instructor's qualifications remain current. Coordinates all training with supervisors (MLC 1-6 and GS-11) to ensure all employees are certified/recertified before they operate MHE. Manages the MHE Training database to ensure that all training, testing, and licensing is tracked to facilitate efficient and effective management of the MHE Training, Testing, and Licensing Program. Maintains all MHE instructor training, testing, and certifications records and provides this information to DLA Headquarters Installation Support Office. Maintains the central repository for all employee MHE training and licensing records. The records will be kept in individual folders to provide evidentiary matter that all MHE licensing requirements were met for each individual.
 3. Participates as a non-voting member on the After Accident Action Review Board (AAARB) to supply expert knowledge of the MHE Licensing Program, and to help identify accident circumstances that may indicate deficiencies/gaps in the MHE training program.
 4. Ensures that adequate supplies, equipment, and space are provided to maintain an environment that is conducive to learning.
 5. Periodically meets with the Equipment Program Manager and Safety Officer to discuss safety violation trends to determine if changes need to be made in the MHE training curriculum. Solicits input from students through end-of-course surveys to determine if changes need to be made in curriculum or presentation methods.
 6. Communicates with supervisors (MLC 1-6 or GS-11) on student performance during training, such as: employees unable to meet course demand, employees responsible for unsafe or reckless operation during training, or employees suspected of being under the influence.
- Performs other duties as assigned.

Training (Certification) requirements: The incumbent must be able to complete designated training for MHE instructor/certifying official per DLA instructions, and must maintain a current license for each type of MHE operated at DLA Distribution Yokosuka, Japan. The incumbent is responsible for performing all duties prescribed in DLA instructions governing DLA MHE training requirements.

License requirement: Must have GOJ ordinary vehicle driver's license (AT limited is not acceptable), GOJ large-sized special purpose driver's license and copy of Certificate of completion of training course for Forklift Operator.