

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	DDYJ-011-16L
募集締切日: Closing Date	16 May 16
発行日: Date of Issue	25 Apr 16

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

### Shipment Planning Clerk, #362, BWT-1

(船積計画事務職)

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:  
等級 Grade-3, 語学能力級 LPL-2

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

募集人数  
No. of  
Recruitment

1名

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

DLA Distribution Yokosuka, Japan  
Logistics Operations Department, Transportation Division, Operations and Documentations Branch, Truck Section (J3T.22)

勤務場所 Working Place: : Tomari-cho, Yokosuka-shi

3.勤務時間 Work Schedule ( 週 40 時間制 hrww)

勤務日 Work Days: Tue-Sat

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

5.雇用の種類 Type of Employment

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

6.職務内容 Duties

See the attachment.

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レベルに相当する英語の語学能力が必要となります。

- Must have GOJ ordinary vehicle driver's license (AT limited is NOT acceptable), GOJ large-sized special purpose vehicle driver's license, and GOJ certificate of completion of training for Forklift Operator.
- One year of clerical, technical, or administrative work experience in any field, **OR** completion of 4-year college/university in any field.
- Knowledge of policies, regulations and procedures for the planning of domestic/overseas cargo shipments.
- Skill in operating personal computer application such as MS Excel, Word and PowerPoint.
- Ability to speak, read and write English at average proficiency level. (LPL-2)
- Ability to speak, read and write Japanese at native language level.

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

1-3: a. Must have GOJ ordinary vehicle driver's license (AT limited is NOT acceptable), GOJ large-sized special purpose vehicle driver's license, and certificate of completion of training course for Forklift Operator.

b. One year of general work experience, **OR** completion of 2-year junior college/2-year of technical school or 4-year degree 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.enic.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.enic.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 **日本政府発行の普通運転免許証 (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.
- 修了証/証明書 写し Copy of Certificate **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.
- 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)) :

**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

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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 (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

### Off Base Applicants must submit to:

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

Yokosuka Branch of LMO/IAA

管理第一係

Management #1 Section

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)。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: Command Staff

軍電 (DSN) 243-6487

PD No.: DDYJ-J3T.22-005

PD is accurate and current. Certified by Activity: mt

HRO: (rcvd: 4/20) js  
4/20 kw 4/20

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:

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

1. Contacts various personnel and activities inside/outside of DLA Distribution Yokosuka, Japan and utilizes Defense Standard System (DSS) computer program and various internet based programs/applications to obtain accurate data to select the best mode of transportation, and/or authorization to prepare shipping documents. Enters, corrects, and retrieves shipping data using cognizant Information Technology (IT) systems, and distributes necessary information and documents to appropriate customers/activities. Coordinates with consignees and carriers on transportation requirements, and/or other shipping issues ensuring that specialized equipment and other delivery specifics are addressed before effecting movement. Compiles work measurement data and prepares production reports for planning and evaluation purposes. Prepares transportation related documents, and forwards to applicable activities. Calculates and estimates transportation cost, and other charges related to transportation. Receives and retains necessary shipment documents for both incoming and outgoing material in a central file and Electronic Data Management System (EDMS). Receives shipment tracer requests from customers and upper management and responds with clear and accurate information utilizing various internet based cargo tracking programs. Prepares and processes transportation discrepancy reports (TDR) and related correspondence. Produces shipping documentation for various modes of transportation; Transportation Control Movement Document (TCMD) for ocean laden cargo and household goods, Commercial and Government Bills of Lading (CBL/GBL) for commercial air and over the road carriers, and local manifests for movement via Air Mobility Command (AMC) aircraft. Performs all clerical work related to the shipment planning and compilation of data.

2. Plans and coordinates shipping, scheduling and documentation of U.S. Department of Defense (DOD) sponsored shipments in close coordination with customers, divisions within DLA Distribution Yokosuka, Japan and other transportation activities. Monitors flow of materials considering priorities, special projects, restrictions, embargos, size limitations, and other factors affecting shipment. Takes necessary actions to prevent any delay/discrepancies to delivery of material. Plans and arranges shipments in accordance with the Department of Transportation Regulations (DTR), DLA guidance, Fleet Logistics Center, Yokosuka (FLCY) customer service information/advice, requests from afloat customers via Forward Fleet Routing (FFR) guide, specific customer requirements and other applicable regulations to provide the most expeditious and effective mode of transportation; while providing the most economical transportation method to meet the customer required delivery date or other mission requirements.

3. Operates Material Handling Equipment (MHE) in distribution facilities and on roads to physically move cargoes during material handling processes to verify documents on or inside packages, or make path inside storage to reach items for research.

4. Performs other related or incidental duties as assigned.

**License Requirements:**

Must have valid GOJ regular driver's license (AT limited is not acceptable), GOJ large sized special purpose driver's license, and certificate of completion of training course for Forklift Operator.