



## 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

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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: DLA Distribution Yokosuka, Japan Command Office

軍電 (DSN) 243-6487

PD No.: DDYJ-J3W.5-009

PD is accurate and current. Certified by Activity: mt

HRO: (revd: 9/11) js  
9/11 hh 9/11

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。

<Task List>

General: Serves as the Supply Management Office (SMO) Supervisor of Storage Division at DLA Distribution Yokosuka, Japan. Incumbent is responsible for the supervision, direction, and providing technical advice and guidance to operating level storage clerks personnel regarding various programs or aspects of stock management and storage space management and the interpretation of material management regulations, policies and procedures. The work requires a comprehensive knowledge of overall supply item and its mode of operation; knowledge of the principles, regulations and practices relating to supply management activities; knowledge of the technical features of assigned supply items and their uses; understanding the relationship of such specialized activities as financing, procurement transportation, storage, inspection, property disposal, and property utilization to the assigned general supply management activities and decisions.

1. Reviews and analyzes operational regulations, guidelines, procedures, and requirements and other pertinent sources to determine and advise on the conformance with applicable supply programs. Analyzes deficiency trends and issues, and evaluates cause of deficiencies which signifies the deviation from norms in applicable supply and demand factors. The incumbent reviews, evaluates, analyzes and produces supply management reports, ensuring that the SMO is adhering to all applicable material management regulations, instructions and policies in order to meet DDYJ business goals and objectives. Develops and recommends procedures and/or applies or modifies established procedures for appropriate disposal of deficient items.

2. Manages commodity groups of over 35,500 supply items with a total value of \$238 million which are assigned to the Defense Logistics Agency (DLA) Distribution Yokosuka, Japan, including local control of retailed stocks, determination of requirements and distribution of supplies. The work requires a thorough knowledge of the inventory management, and Defense Supply System DSS procedures, and a working knowledge of technical features of assigned supply items and their uses. Monitors various distribution/quality performance indicators or programs (denial, causative research, special inspections, audit, inventory, shelf-life, item data, Care of Supply in Storage (COSIS), cube & weight, customer service) based on data from management information system, reports and technical reviews; recommends program adjustments; and assists with implementation of new/adjusted program initiatives. Coordinates the investigations and responses to inquiries concerning discrepant or suspected nonconforming materials and other customer service issues. Monitors Not-Ready-For-Issue stocks and effects coordination with depots/ICP's for technical inspection of materials or disposition of assets. Answers customer inquiries on status of requisitions, damaged/discrepant receipts, shelf-life, stock substitution, calibration, and related distribution issues.

3. Ensures that all applicable processes and operations are in conformance with the latest established Agency Standard Operating Procedures (SOPs), Guidelines, Policies and Job Breakdown Sheets (JBSs) Validates COSIS operational and processes compliance through random selected quality assurance checks on assigned employees to ensure the division is audit ready compliant.

4. As the Command Radiation Protection Officer (RPO), assumes the duties described below.

a. Acts as the licensee's agent and program director at the Distribution Center, and be responsible to ensure Radiological Health Program (RHP) policies and guidelines are complied with in accordance with this manual and Radiological Health Implementing Programs ( RHIPs).

b. Advises the Distribution Center (DC) Commander and Radiation Control Committee (RCC) on issues of radiation safety, unsafe work practices, noncompliance, and corrective actions.

c. Ensures copies of pertinent Federal regulations, licenses, DLA Distribution Manual 6055.20 and RHIPs are maintained and current at the DC.

d. Reviews Distribution Center radiological operations quarterly and whenever there is a major change in operating procedures or conditions. Reports any anomalies to the Radiation Safety Officer (RSO) and DC RCC.

e. Ensures all incidents, accidents, and issues of noncompliance are reported as required.

f. Provides technical guidance, support and training necessary to ensure radiological operations at the DC are performed safely.

- g. Maintains a current quarterly inventory of all radioactive materials at the DC.
  - h. Maintains a current list of all radiation workers at the DC.
  - i. Ensures the proper issuance, storage and usage of personnel dosimetry as required.
  - j. Ensures radiation protection records and documentation is maintained in accordance with the Nuclear Regulatory Commission (NRC) license, RHP and RHIPs.
  - k. Ensures Distribution Center operations involving radioactive material are conducted in accordance with the RHP and the NRC license.
  - l. Directs issues involving DLA Distribution radiological health policy to the RSO for resolution.
  - m. Discontinues operations of any activity involving radioactive materials or radiation producing devices which pose an immediate threat to health or safety.
  - n. Maintains a current list of all authorized radiological areas.
  - o. Maintains a Decommissioning File.
5. Initiates administrative personnel action requires to be processed by the ASC staff on assigned personnel. Schedules the daily/weekly/monthly workload of 6 personnel. Initiates nomination endorsement for award recommendations and position description justification for vacant position in the assigned office. Initiates purchase orders for acquisition of office and industrial supplies of urgent nature from local suppliers through procurement office, considering factors of time and money in support of the depot warehousing and distribution operations. Is responsible for providing data and making recommendations for Department of Defense (DOD) and local purchases, and for analysis and computation of funding requirements for future material requirements, using the financial and budget records.
6. Performs other related or incidental duties as assigned.