

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

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）。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.

Off Base Applicants must submit to:

〒238-0011

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

Yokosuka Branch of LMO/IAA

Management #1 Section

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.5-008-LT

PD is accurate and current. Certified by Activity: mt

HRO: (rcvd: 6/19)
hh 6/22

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

1. Performs responsible clerical work involved in the documentary control of the receipt, storage, transfer, adjustment and issue of stock or property items requiring independent selection, interpretation and application of complex procedures, instructions and reference materials regarding property and supply control. Incumbent performs any one or combination of the following duties listed below.

Care of Supplies in Storage: Establishes and maintains cyclic and special inspection of materials/stock in storage.

Reviews multiple DSS (Distribution Standard System) reports and stock screening request, performs physical inspection to validate the physical condition of the material and reconciles the records into DSS to reflect correct stock management data of that particular material to include proper identification, classification, and validation of correct packaging of material at the time of receipt.

Check stocks for deterioration and for effective compliance with special practices; determines extent of repair or reconditioning required for maintaining material in usable condition.

Performs Material Safety Data Sheet (MSDS) code update to determine MSDS code by verifying contract number, cage code and company name using the Hazardous Materials Information Resource System (HMIRS).

2. Discrepancy reporting: Prepares and submits material discrepancies reports using the appropriate forms to include the Standard Form 364 Supply Discrepancy Report (SDR) and DD Form 1225 Storage Quality Control Reports (SQCR).

Monitor and track the status of suspended stock material items and initiate correspondence emails and letters to perform follow-up information on over aged SDR and SQCR forms with vague disposition or without dispositions using the WEBSRDR or email correspondence with Item Managers. Enters recommended actions and most expedient solution in the reporting system to item managers by evaluating the cause of discrepancies.

3. Processing disposed materials: Follows organizational guidelines and policies in processing the disposition of materials identified as out of service, excess, or obsolete. Researches, validates and verifies the disposition instructions provided for by the Item Managers to ensure the organization is certified and qualified to follow the procedures in accordance with the local policies. Recommends appropriate disposition methods or procedures based on the evaluation of such factors as storage and material characteristics.

4. Late line report: Monitors the daily late line report and notifies respective supervisor to track open MROs and manifest, performs causative research to resolve over 4 days old items on the list. Reports findings and recommends solutions to supervisor and upper management. Resolves errors or discrepancies based on the circumstances of each individual case.

Must be able to speak, read, and write in both English and Japanese to communicate with US and Japanese personnel and customers to carry out daily operations.

May require to lift heavy items up to 10kg to handle and inspect materials and supplies in the warehouse environment.