

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center; color: red;">*Amended to correct language selection for Application for Vacancy Announcement and Resume of Specialized Work Experience in 8.</p>		<b>広報番号 :</b> Announcement No.	<b>DDYJ-014-16L(A)</b>	
		<b>募集締切日:</b> Closing Date	<b>24 Aug 16</b>	
		<b>発行日:</b> Date of Issue	<b>4 Aug 16</b>	
<b>1.職名, 職番, 給与表</b> Job title, Job No., & Basic Wage Table (BWT):		<b>募集人数</b> No. of Recruitment  <b>1</b> 名	<b>4.募集範囲</b> Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant	
<p style="text-align: center;"><b>Forklift Operator, #2111</b> BWT-2 (フォークリフト運転手)</p> <p>目標等級/語学能力級 Target Grade &amp; Language Proficiency Level (LPL):          等級 Grade-6, 語学能力級 LPL-1          採用可能見習い等級/語学能力級 Acceptable Trainee level:          等級 Grade-4, 語学能力級 LPL-0</p> <p><input type="checkbox"/> 事務系(BWT-1) <input checked="" type="checkbox"/> 技能系(BWT-2) <input type="checkbox"/> 保安系(BWT-3) <input type="checkbox"/> 医療系(BWT-5,6)          Administrative Blue Collar Trade Security Medical</p>				
<b>2.部隊</b> Activity DLA Distribution Yokosuka, Japan Logistics Operations Department, Storage Division, Warehouse Operations Branch, General Bulk Section (J3W.31)		<b>5.雇用の種類</b> Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (___ヵ月 Months)		
<b>勤務場所</b> Working Place: : 横須賀市泊町 Tomari-cho, Yokosuka				
<b>3.勤務時間</b> Work Schedule ( 週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Mon-Fri 勤務時間・休憩 Work Hours/Recess Period: 1315-2200/1715-1800				
<input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel				
<b>6.職務内容</b> Duties <p style="text-align: center;"><b>See the attachment.</b></p>				
<b>特別な職務状況</b> Outstanding Working Condition, if any.				
<b>7.資格要件/身体条件</b> 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級レベルに相当する英語の語学能力が必要となります。				
a. 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. b. One year of trade and/or manual work experience in a related field at 2-4 level. c. Knowledge of Distribution Standard System (DSS) operation OR material distribution and warehouse operations. d. Skill in operating forklift. e. Ability to lift heavy items (10kg).				
* An applicant who does not fully meet the qualification requirements stated above may be considered at lower grade level as below: 2-4: 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.				
* Handicapped applicants may be accepted, depending on the degree and kind of disability.				



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。

## Task List

Operates various types of forklift trucks/material handling equipment (MHE) and vehicles to move, load or unload, transfer, transport, and stack or unstack palletized goods, boxes, and crates of merchandise, materials and heavy supplies from one location to another, such as to and from warehouses/facilities, motor vehicles/trucks, piers, shipside, or railroad car siding in and out of doors. Performs operator's maintenance and minor emergency repairs of the equipment. Fills in equipment operational record and mishap report as required. Is responsible for the proper stacking, storing, moving, loading, or unloading in accordance with instructions and best method of handling; avoiding overloading and excessive high stacking.

Performs duties involved in physical material receipt, stow, care of material, light pack, issue, and delivery/shipping. Receives and unpacks items, checking against accompanying documents to insure that correct items are received in quantity indicated. Segregates items and stores in proper area in accordance with accepted storage practice giving consideration to such material factors as shelf life, deterioration characteristics and rapidly of movement. If refrigerated storage is involved, maintains temperature at a level which will prevent spoilage. Inputs data for receipt, stow, issue, delivery process, location changes, condition changes and for other material processes using fixed remote terminals and radio frequency equipment of automated material processing/distribution systems. Makes physical count of material or stocks for proper distribution and material inventory accuracy. Reports any inventory discrepancies to supervisors to initiate corrective actions. Periodically examines stocks in the storage for necessary technical compliance. Selects appropriate storage methods for effective space utilization and protection of stocks. Selects, assembles/disassembles appropriate storage aids and maintains safe and orderly and warehouse configuration.

Performs work involved in protective and preserving packing of material against chemical, mechanical and/or physical damages for storage and shipment by air, water, rail and truck. Applies markings and labels to container. Work is performed in accordance with prescribed technical methods, specifications, international/domestic transportation laws/regulations, and environmental/safety laws.

Performs other related and incidental duties as assigned.