

8. 提出するもの Application and Associated Documents	職務状況 Working Condition				
<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) <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 <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) (上記と同じ言語で, Same language as above) <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” <input type="checkbox"/> 運転免許証の写し Copy of GOJ Driver's License <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するもの(写し) Anything to certify English Proficiency (Copy) <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.) <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					
9. 応募書類提出先 Office to Submit					
<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下さい。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.</p> <table border="0" data-bbox="68 924 1549 1423"> <tr> <td style="vertical-align: top;"> 1. 内部応募者（現 MLC/IHA 従業員）提出先： 〒857-0056 佐世保市平瀬町 米海軍佐世保基地民間人人事部雇用課 内線/Extension 252-3656/3660 受付時間 Operating Hours：0800 - 1600 </td> <td style="vertical-align: top; padding-left: 20px;"> Current MLC/IHA Employees must submit to: 〒857-0056 Hirase-cho, Sasebo City CNRJ HRO Sasebo Satellite Office MLC/IHA Employment Branch, Bldg# PW47 </td> </tr> <tr> <td style="vertical-align: top;"> 2. 外部応募者（非従業員）提出先： 〒857-0056 佐世保市平瀬町 3-1 独立行政法人 駐留軍等労働者労務管理機構 佐世保支部 電話番号 Phone：0956-23-7191 受付時間：午前9時 - 午後5時、月曜日 - 金曜日（日本の祭日を除く） Operating Hours: 0900 - 1700, Monday - Friday (except Japanese Holidays) </td> <td style="vertical-align: top; padding-left: 20px;"> Off Base Applicants must submit to: 〒857-0056 3-1 Hirase-cho, Sasebo City Labor Management Organization, Sasebo Branch </td> </tr> </table>		1. 内部応募者（現 MLC/IHA 従業員）提出先： 〒857-0056 佐世保市平瀬町 米海軍佐世保基地民間人人事部雇用課 内線/Extension 252-3656/3660 受付時間 Operating Hours：0800 - 1600	Current MLC/IHA Employees must submit to: 〒857-0056 Hirase-cho, Sasebo City CNRJ HRO Sasebo Satellite Office MLC/IHA Employment Branch, Bldg# PW47	2. 外部応募者（非従業員）提出先： 〒857-0056 佐世保市平瀬町 3-1 独立行政法人 駐留軍等労働者労務管理機構 佐世保支部 電話番号 Phone：0956-23-7191 受付時間：午前9時 - 午後5時、月曜日 - 金曜日（日本の祭日を除く） Operating Hours: 0900 - 1700, Monday - Friday (except Japanese Holidays)	Off Base Applicants must submit to: 〒857-0056 3-1 Hirase-cho, Sasebo City Labor Management Organization, Sasebo Branch
1. 内部応募者（現 MLC/IHA 従業員）提出先： 〒857-0056 佐世保市平瀬町 米海軍佐世保基地民間人人事部雇用課 内線/Extension 252-3656/3660 受付時間 Operating Hours：0800 - 1600	Current MLC/IHA Employees must submit to: 〒857-0056 Hirase-cho, Sasebo City CNRJ HRO Sasebo Satellite Office MLC/IHA Employment Branch, Bldg# PW47				
2. 外部応募者（非従業員）提出先： 〒857-0056 佐世保市平瀬町 3-1 独立行政法人 駐留軍等労働者労務管理機構 佐世保支部 電話番号 Phone：0956-23-7191 受付時間：午前9時 - 午後5時、月曜日 - 金曜日（日本の祭日を除く） Operating Hours: 0900 - 1700, Monday - Friday (except Japanese Holidays)	Off Base Applicants must submit to: 〒857-0056 3-1 Hirase-cho, Sasebo City Labor Management Organization, Sasebo Branch				
10. 事務処理欄 For Official Use					
募集部隊担当 Activity POC：SRF-JRMC Det. Sasebo S1160 軍電 (DSN) 252-3211					
PD No.: SRFJRMC-100CI-002	PD is accurate and current. Certified by Activity: S1100 HRO: (rcvd: 12/9) tm 12/10				

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.
 募集締切日 16時(午後4時)必着です。Eメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.
 人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。 Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.
 HROの建物(建物番号 PW-47)1階、正面出入り口を入れて右の壁に内部応募者用の投函口が設置してあります。投函される場合は応募締め切り日の16時(午後4時)までにご下さい。Job applications may be dropped in the designated HR “Drop Box” located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.
 応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。 Forms for application are available for download on our web site. Please submit updated application.
https://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

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。

Rev: 12-4-15

Management Analyst, #119 (S100CI)

General: The incumbent is trained on the improvement methodology of Lean Six Sigma to work on a specific process and possess the process knowledge important to the success of the project.

1. Serves as a lead team member on a Lean project team analyzing, reviewing and providing both technical and administrative support. Participates in the planning, analysis, and completion of Lead projects. Performs project scope, data analysis, tool usage and Lean methodology in support of SRF-JRMC objectives. Analyzes and maintains accurate and timely project tracking information; identify key metrics and performance indicators, and assist in documenting Lean project results.
2. Implements improvement projects, which are of an approximate value of up to \$500,000. Assigned to projects that are within the SRF-JRMC enterprise. The incumbent will assist in documenting and reporting tangible cost benefits and Return on Investment (ROI) results.
3. Performs work involved in planning and organizing the study, estimating costs, coordinating with the appropriate staff and line management personnel, and conducting all phases of the project which may present complex problems due to several interrelated operations. This frequently involves the definitive interpretation of regulations and study procedures, and the initial application of new methods.
4. Analyzes and conducts studies that identify ways to improve effectiveness of work methods, procedures, organizations, manpower use, distribution of work assignments, delegations of authority, management controls, information and documentation systems, and similar functions.
5. Participates in complex workflow design projects, using measurement and statistical process control tools, and serves as on-site project realization champion. Conducts analytical studies and evaluations requesting and utilizing input from managers throughout the command, and develops reports and consensual agreements as to the findings/recommendations.
6. The incumbent will provide training to other team members as required.
7. Performs other related incidental duties as assigned.

Qualification Requirement:

Must be able to attend and successfully complete Lean Six Sigma Green Belt certification.