



<input checked="" type="checkbox"/> <b>空席応募用紙</b> 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"/> <b>専門職務経歴書</b> 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 checked="" type="checkbox"/> <b>運転免許証の写し</b> Copy of GOJ Ordinary Driver's License (A/T limited is acceptable.) (普通自動車運転免許証 (AT 限定可)) <input checked="" type="checkbox"/> <b>修了証/証明書の写し</b> Copy of Certificate: GOJ Forklift Operator License (フォークリフト運転技能講習修了証) <input checked="" type="checkbox"/> <b>英語の能力を証明するものの写し</b> 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. <input checked="" type="checkbox"/> <b>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</b> (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"/> <b>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</b> For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport. <input checked="" type="checkbox"/> <b>DD-214 Copy (Member-4 copy) only for former U.S. military personnel.</b>
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**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 :**

〒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 / Admin Office	軍電 (DSN) 252-3211
<b>PD No.: SRFJRMC-392-003</b>	PD is accurate and current. Certified by Activity: <b>S1100</b>
	HRO: (rcvd:6/15) tm 6/21

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、正面出入り口を入って右の壁に 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)までにしてください。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](https://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

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:

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

## Administrative Specialist

Serves as an assistant to Master Diver and Operational Chief and performs duties as a specialist in clerical functions in any operational field. The work requires a thorough knowledge of programs and operations of the organization assigned, knowledgeable in all Microsoft Office functions, and data processing. Performs work involving purchasing, receiving, and organizing parts. Responsible for ensuring availability of all materials required. Researches and determines the best sources to obtain requested items. Follows up and expedites the receipt of items when ordered. Administers and maintains various kinds of ledgers on Excel, records and other documents. Prepares necessary fiscal documents and reports and maintains records. Does related liaison work. Manages supply items to include tools and equipment. Responsible for maintaining necessary records in the data processing system. Periodically prepares status reports, graphic charts and other reports as required. Performs work involving research work in supply item identification. Maintains controlled custody items by inventory and labeling.

Contacts are frequent with other organizational segments; both local and stateside contact is required via e-mail and phone contact. Maintains Dive Locker historical Data on web server. Tracks time in AIM for dive jobs and Dive Locker personnel. Controversial elements that are requiring interpretations of regulatory controls and rendering decision on policy matters are referred to supervisor or appropriate personnel concerning solution.

At times of heavy work load, will need to work on the dive boat as a dive tender. They will receive OJT trained for this qualification position.

Additional Requirements: to be attained in the first year.

- 1) Holds a valid Japanese Driver's License.
- 2) Can speak and read both Japanese and English Fluently.
- 3) Comfortable around the water and 2nd class swimmer qualified. Note-2
- 4) Capable of obtaining a US Government Purchase Card, Note-1
- 5) CPR Qualification, Note-1
- 6) Capable of lifting minimum 50lbs

Note: 1 Will receive OJT for Qualification

Note: 2

A 2nd Class Swimmer is described as a person who can stay afloat and survive without the use of a PFD indefinitely under optimum conditions. The 2nd Class Swimmer qualification is used as an entry-level requirement for Small Boat Operators.

Performs other related or incidental duties as assigned.

GOJ ordinary driver's license (A/T limited is accepted) is required to drive government vehicles to pick up supplies which is spread out over the entire base to include over by dry-dock two and driving at Akasaki pier, and support driving operations.