





## 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。

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Task List: Interpreter-Translator, #102-5

The position provides Command-wide bilingual, internal and external communications, across all departments and with various customers and stakeholders; executes command communication plans to deliver vital and essential information to the entire workforce, from senior managers through the most junior employees; employs multiple methods of delivery and various media, in a timely manner, and translating to English and/or Japanese.

1. Performs work translating a broad variety of oral and written statement from English into Japanese and vice versa. Acts as an interpreter at interviews, conferences, etc. Translates various materials, including but not limited to, SRF-JRMC newsletters, newsflashes, news bulletins, CO's memo, etc. Researches command's programs and/or operations to be familiarized with terminology and background information, in order to accurately translate the appropriate idea or meaning to disseminate to all level of SRF-JRMC's workforces. Must have a thorough knowledge of both English and Japanese languages, and ability to express ideas clearly into and from English using correct phraseology.
2. Prepares and writes copy, designs layout and composition, produces visual graphs and charts to illustrate complex business and operational initiatives. Performs supporting research, taking photography, illustration and design. Responsible for readability and balance, proper grammatical structure, spelling and syntax for multi-media, both Japanese and English versions. Oversees production and distribution. Prepares flyers, posters and banners in both English and Japanese, designed to depict accurately the complexities of organizational structures, business initiatives and processes, command mission requirements and logistics. Responsible for choosing appropriate high-level, statistical graphic presentations that illustrate organizational accomplishments, assessments and status reports for informing Japanese and English audiences. Responsible for selecting proper graphic, design color and illustration, as well as appropriate distribution points for widest coverage.
3. Designs and develops computer graphic art, charts and diagrams in support of command briefs, presentations and command publications. Work requires a thorough understanding of graphic design and the ability to quickly and accurately accomplish art and photo assignments using Power Point, Access, Excel, Photo Editor, Publisher and Word or similar software programs and digital camera equipment. Must be able to understand detailed directions and instructions and have ability to discuss special job requirements in English and Japanese to varying levels of the command.
4. Prepares and finalizes command multi-media presentations in Japanese and English for electronic dissemination by electronic transmission and electronic bulletin boards of different varieties. Generates and collects news items, articles, pictures and other information of interest to command personnel. Compiles and formats this information into internal command electronic news bulletins. Collects information of news value pertaining to employees, writes or illustrates material, chooses appropriate design and posts in appropriate media to broadcast to widest audience possible.
5. Performs other related or incidental duties as assigned.