

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

広報番号: Announcement No.	SRFJPMC-076-16L
募集締切日: Closing Date	5 Jul 16 1st Cut-off: 23 May 16 2nd Cut-off: 13 Jun 16
発行日: Date of Issue	2 May 16

1. 職名, 職番, 給与表 Job title, Job No., & Basic Wage Table (BWT):

### Administrative Specialist, #10 (管理専門職)

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):  
等級 Grade-5, 語学能力級 LPL-2

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-2

募集人数  
No. of  
Recruitment

1名

事務系(BWT-1)  技能系(BWT-2)  保安系(BWT-3)  医療系(BWT-5,6)  
Administrative Blue Collar Trade Security Medical

4. 募集範囲 Area of Consideration

- I.  現 MLC/IHA 従業員 (部隊内)  
Current MLC/IHA Employee within Activity  
II.  現 MLC/IHA 従業員(通勤圏内)  
Current MLC/IHA Employee in commuting distance  
III.  現 MLC/IHA 従業員(全在日米軍)  
Current MLC/IHA Employee Japan Wide  
IV.  外部 Off Base Applicant

2. 部隊 Activity

U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center,  
Yokosuka (SRF-JPMC), Production Department (C900),  
Production Resources Support Division (C930)

勤務場所 Working Place:

5. 雇用の種類 Type of Employment

- MLC  IHA  HPT  
 常用 Permanent  
 限定 Limited Term ( \_\_\_ ヵ月 Months )

3. 勤務時間 Work Schedule ( 週 40 時間制 hrww )

勤務日 Work Days: : Monday thru Friday 月曜日 - 金曜日

勤務時間・休憩 Work Hours/Recess Period: 08:00 - 16:45/12:00 - 12:45

夜勤 Night Shift  残業 Overtime  出張 Business Travel

6. 職務内容 Duties

See attached sheet

7. 資格要件/身体条件 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。

- One year of clerical, technical or administrative work experience equivalent at 1-4 level in the related work, **OR** completion of 4-year college/university in a related field may qualify him/her at 1-5 level.
- Knowledge of policies, regulations and procedures governing administrative phases of Production Department.
- Knowledge of navy correspondence to control the flow of all correspondence between Production Department and other Departments.
- Skill in operating personal computer such as MS Word, Excel, PowerPoint, Access, Visio etc. to maintain various data and reports.
- Ability to analyze multiple data to process ship reports efficiently.
- Ability to speak, read and write English at Average proficiency level (LPL-2).

\*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.

1-4: a. One year of clerical, technical, or administrative work experience in any field, **OR** completion of 4-year college/university in any field may qualify him/her at 1-4 level.

\* Handicapped applicants may be accepted, depending on the degree and kind of disability.

**8.提出するもの Application and Associated Documents**

- \* **空席応募用紙** Application for Vacancy Announcement
- \* **専門職務経歴書** Resume of Specialized Work Experience
- \***の記入は Complete \* in**  **日本語で Japanese**  **英語で English**  **どちらでも Either**
- 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”  
上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;  
[http://www.enic.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.enic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)
- 運転免許証の写し** Copy of Driver's License
- 修了証/証明書の写し** Copy of Certificate
- 英語の能力を証明するものの写し**。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.
- 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.)
- 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** For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport
- DD-214 Copy (Member-4 copy) only for former U.S. military personnel.**

**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	PSC 473 BOX 22 CNRJ HRO N132
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 (1<sup>st</sup> 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

**Off Base Applicants must submit to:**

〒238-0011  
Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka  
Yokosuka Branch of LMO/IAA  
Management #1 Section

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.

**10. 事務処理欄 For Official Use**

募集部隊担当 Activity POC : SRF-JRMC MLC Manpower Division (C1160) 軍電 (DSN) 243-4551

**PD No.: SRFJRMC-930-005**

PD is accurate and current. Certified by Activity: ks

HRO: ms 4/28

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 Administrative Specialist, #10-5**  
**PD No.: SRFJPMC-930-005**

Incumbent serves as an assistant to the Production Officer in support of the Production Department.

Incumbent independently performs administrative functions under established guidelines within the SRF-JPMC organization. This position encompasses the following:

1. Establishes internal procedures and controls for administrative operations ensuring reports and documentations are completed in a timely manner. Responsible for controlling all action-required correspondence. Assigns actions, issues route sheets, follows-up and maintains Production Department tickler files. Controls the flow of all correspondence between Production Department and other Departments. Oversees, screens workload and issues routine documentation and IT support assignment to internal clerical staff. Provides guidance to clerical staff regarding correspondence policies, procedures and format. Processes and analyzes ship availability multiple data reports to prepare Resource Load View (RLV), Project Resource Work Assignment (PRA), KANBAN, Performance Metrics, etc. in supporting departmental process improvements and efficiency. Provides assistance with the research, review and compilation of special projects by reviewing and combining inputs from the various codes or groups or groups within the department. Special projects include shop resource planning, performance, scheduling, workload, budget, internal reviews, assessments, personnel management, and others. Provides assistance in other department area as required. Reviews accuracy of TAD order requests and reports. Responsible for maintaining record for man hours, overtime, leave, and TAD hours for entire department and prepares reports.

2. Screens incoming information from other outside activities and from higher command and assures distribution of correct internal routing as required. Develops and maintains procedures and filing systems for correspondence, notice, instructions, publications and other forms of documentation.

3. Continuously monitors the office budget, using appropriate job orders for supplies, miscellaneous costs, travel, work requests, training status, etc. Submits accurate reports, Annual Training Plan, work requests and material requests as required. Assists in preparing the department annual budget request reports by compiling historical information and projecting future needs.

4. Prepares proper outgoing correspondence from NAVSHIPREPFAC including NAVAL Messages, NAVSHIPREPFAC Instruction, notices, Production Department memorandums, etc., from rough draft notes and verbal instructions from the Production Officer, Deputy Production Officer, Approving Officer and Fleet Calibration Activity Program Office and other USN/USCS and MLC staff. This includes being responsible for the accuracy of format, spelling, syllabification, content and reference materials in accordance with the Navy Correspondence manual, directive issuance system and various procedures unique to the command.

5. Requires the daily operation of word processing equipment and software. Must be familiar with the usage of spreadsheet, word processing, power point and common software and have the ability to learn new software as required by the command.

6. Review and route Memorandums, Process Instructions, Strategies, Technical Assistance Reports, etc. from other departments and routine internal correspondence to appropriate persons or sections by judging content of document. Receives calls from and places calls to various officials locally and in CONUS; screens and/or refers telephone calls and visitors as appropriate, using her/his own judgment. Maintains supervisors' schedules of appointments and informs them daily of appointments and due dates for each correspondence. Make arrangements for conferences and appointments.

7. Assists C1101 Protocol Specialist on command events.