





## **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。

Format Rev: 5-30-14

### **Management Analyst, #119-6 Task List**

Manages strategic/business analyst programs. Provide analysis for strategic planning function and maintain planning models. Provide analysis for command research on new product/services introductions. Understanding business trends and makes recommendations for appropriate command activities in various segments. Provide systematic process support for internal and external business development initiatives, including financial and analysis.

#### **1. Business Analysis Facilitator**

Under the direction of the Strategic Planning director, independently performs assignments for the Strategic Plan program and Program Reviews and Business Case Analysis (BCA).

- a. Manage the annual "strategic business plan" process, including quarterly updates, according to the set calendar
- b. Deliver opportunity assessments/business scenarios in short time, on short notice.
- c. Studies business process analysis methodologies and tailors the analytical techniques to a given process on a case by case basis
- d. Analyzes business processes by examining all controlling instructions, laws, procedures etc., associated with the process under review.
- e. Conducts group facilitation, one on one facilitation and interviews with intent on identifying the current process flow and ultimately assists teams in designing the most effective process for identification of Strategic Planning objection.
- f. Assist cross-departmental project teams with the implementation of strategic objectives, incl. follow-up and reporting.
- g. Analyze external and competitive businesses and/or opportunity perspective, propose and drive action plans.
- h. Prepare business scenarios for internal and external projects, including new business initiatives & partnerships.
- i. Gather and analyze data for use in business case development and in strategic planning.
- j. Develops comprehensive reports, briefs, presentations, and correspondence in support of the project teams and the department.

2. Assists the higher level Management Analyst in identifying requirements and gathering information needed to develop Memorandums of Agreement/Understanding (MOA/MOU) and Inter-service Support Agreements (ISSA) for SRF-JRMC cross functional programs and operations in connection with external commands.

3. Maintains overall accountability and enforcement for the operation and maintenance of the Contract Acquisition and Management Oversight (CAMO) across the Command including the facilitation and data analysis in support of periodic contract review board meetings and COMPACFLT mandated contract courts.

4. Designs, develops, and maintains departmental SharePoint site in support of the integration and streamlining of business processes and requirement.

5. Provides bi-lingual (i.e. English and Japanese) interpretation and translation of various sorts.

6. Performs other incidental or related duties as assigned.