

<h1>横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2> <p>-Reissue-</p> <p>Changed No. of Recruitment from Two (2) to One (1). Changed Area of Consideration in block 4 from "I" to "I and II".</p>		広報番号 : Announcement No.	SRFJPMC-160-15(R)
		募集締切日: Closing Date	8 Sep 15
		発行日: Date of Issue	26 Aug 15
1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LD <u>2</u>) Engineering Technician (General), #310 (エンジニアリング専門職 [一般]) Acceptable trainee level (採用可能見習い等級) : 1-4 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical	募集人数 No. of Recruitment 1名	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input type="checkbox"/> 外部 Off Base Applicant	
2.部隊 Activity U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center, Yokosuka, Engineering and Planning Department (C200), Planning and Estimating Division (C225), Work Packaging and Control Branch (C227) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 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 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties <p style="text-align: center;">See attached sheet</p>			
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-years college/university in a related field may qualify him/her at 1-5 level. b. Practical knowledge of a range of production shop practices/work techniques and engineering methods/principles in the fields of carrier and surface ship repair. c. Knowledge of SRF Technical Work Documents, WPC, Work Authorization Form (WAF) and Tag-out, Space Control, Trouble Desk, scheduling and work certification processes. d. Skill in operating personal computer such as AIM, MS Word, Excel, Outlook, etc. e. Skill in applying standardized WPC rules and other processes sufficient to assemble and release work documents to ensure the safe and efficient execution of production work. f. Ability to analyze the written contents of TWD, WAF, DL, etc., and to take appropriate actions with the physical package and electronically in the AIM database. g. Ability to speak, read and write English at average proficiency level (LD-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-years 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.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8.提出するもの Application and Associated Documents	職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <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</p> <p><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”</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><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.)</p> <p><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</p>	

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 (1st 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) 243-5245

PD No.:SRFJRMC-227-002

PD is accurate and current. **Certified by Activity: ks**

HRO: (revd: 6/29) as 6/30
ms 6/30

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.

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

Task List PD No.: SRFJRMCM-227-002
Engineering Technician (General), #310-5

I. Introduction

The position is located in the Work Packaging and Control (WPC) Branch (C227), Planning Division (C225), Engineering and Planning Department (C200), U.S. Naval Ship Repair Facility & Japan Regional Maintenance Center (SRF-JRMC) Yokosuka. The incumbent is assigned to Carrier and Surface Ship availabilities.

II. Duties and responsibilities

1. Incumbent serves as a member of WPC team on Carrier and Surface Ship availabilities who assemble, package, route, release, revise, and certify work packages in accordance with the availability schedule and task packaging strategies. Participates in day-to-day WPC functions on the assigned availability which include: creating a work package by printing and assembling Technical Work Documents (TWDs), required references, Objective Quality Evidence (OQE) forms, and material lists, performing required actions in Advanced Industrial Management (AIM) database, assembling the package and routing it to the Project Work Control (WC) office, receiving the package from WC and updating status in AIM to alert Production the package is ready for release. Performs pre-release administrative review of work package for correctness and completion, releases work packages to Production in accordance with the Project Schedule and WPC Lead direction. Resolves work package problems when notified by WPC Team Lead or Trouble Desk (TD) personnel, revising, updating and re-releasing work packages. Responsible for receiving and disassembling completed work packages, reviewing TGIs and OQE for signature and data entry completeness, contacting the appropriate personnel if discrepancies are found. Incumbent is responsible for certifying individual jobs in AIM or routing the package to Quality Assurance (QA) for review if OQE is present. Work requires practical knowledge of a range of production shop practices/work techniques, and engineering methods/principles, and skill in applying standardized WPC rules and other processes sufficient to assemble, package, route, release, revise, and certify work packages in accordance with the availability schedule and task packaging strategies to ensure the safe and efficient release and execution of planned work to successfully meet key events, milestones, and certification. Analyzes the written contents (technical direction, tasks, OQE and references, etc) of each TWD, WAF, DL, etc, and takes appropriate actions with the physical package and electronically in the AIM database.

2. Incumbent maintains/updates various databases, reports, and metrics to support WPC and Project Management functions. Maintains/updates tracking records of the work progress in support of the Project Team. Scans/makes copies of TWDs and other packaged materials, delivers the products to the customers and visits Code/Shop and/or ships to assist certification of the work or other required functions. Interfaces with Project Engineers, SRF-JRMC Production Supervisors, Schedulers, Trouble Desk personnel, and the Chief Test Engineer to resolve TWD status and material availability issues. May be assigned to work directly for the availability project and work out of the project shack, co-located with the Trouble Desk and Work Control teams.

3. Incumbent will perform other duties as assigned in support of WPC functions and Code 200 Engineering and Planning Department functions.