

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : SRFJRMCMC-227-15
Announcement No.

募集締切日: 1 Dec 15
Closing Date 1st Cut-off: 20 Oct 15
2nd Cut-off: 10 Nov 15

発行日: 30 Sep 15
Date of Issue

1. 職種名 Job title (等級 Grade 6 / 語学等級 LD 3)

Engineering Technician (Materials) #384 [エンジニアリング専門職 (材料)]

Acceptable trainee level (採用可能見習い等級): 1-4

事務系 技能系 保安系 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. 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 (SRFJRMCMC)

Quality Assurance Office (C-130), QA Laboratory Division (C-134)

Metallurgy and Material Engineering Branch (C-134.2)

勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka

5. 雇用の種類 Type of Employment

- MLC IHA HPT
 常用 Permanent
 限定 Limited Term (__カ月 Months)

3. 勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days: 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

Identifies metal class, sort or type by qualitative/semi-quantitative analysis such as acid spot test, spectrometer analysis, etc. Quantitatively analyzes metals with optical emission spectrometers and/or x-ray spectrometers and determines chemical composition per applicable specifications such as Military Specification (MIL-SPEC), American Society for Testing and Materials (ASTM), Japan Industrial Standards (JIS), etc. Performs mechanical properties tests of metals and non-metallics per applicable test methods and/or specifications. Prepares, maintains and/or updates Standard Operating Procedures (SOP) for the tests, inspections and examinations performed by the Metallurgy and Material Engineering Branch personnel. Performs metallurgical investigation/failure analysis of failed components. Performs quality conformance tests of various paints to be used for critical coated areas and conducts paint usability tests to extend shelf life per Naval Ships Technical Manual CH-631 or NAVSEA directions. Performs other related/incidental duties as assigned.

7. 資格要件/身体条件 Qualification/Physical Requirements

- a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, **OR** possession of Master's Degree in a related field may qualify him/her at 1-6 level.
b. Knowledge of principles, techniques, methods, and precedents gained through technical experience in the materials test or analysis field.
c. Knowledge of specifications and methods such as MIL-SPEC, ASTM, and JIS to conduct qualitative/semi-quantitative analysis and mechanical property tests of metals or non-metallics.
d. Skill in operating computer with applications such as Microsoft Word and Excel.
e. Ability to prepare, maintain and update SOP for the tests, inspections and examinations for the Metallurgy and Material Engineering Branch.
f. Ability to speak, read, and write English at fluent proficiency level (LD-3).

*An applicant who does not fully meet the qualifications stated above may be considered at a lower grade level as below:

1-5: a. 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.

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.

*A handicapped applicant may be accepted, depending upon the degree and kind of disability

英語力 English Language Proficiency : 必要なし None 初級 Basic 中級 Intermediate 上級 Advanced 特段の能力 Exceptional

学歴 Educational Background : N/A

免許証/修了証 License/Certificate Required : 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 type="checkbox"/> 修了証/証明書の写し Copy of Certificate</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（現 MLC/IHA 従業員）と外部（非従業員）では、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。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit 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. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800.):

（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（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 or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section

電話番号 Phone 046-828-6959

受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays)

*雇用条件等のご質問はこちらにお問い合わせ下さい。 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 : SRFJPMC, Manpower Division (Code 1160), 軍電 (DSN) 243-4552

PD No.: SRFJPMC-134.2-006 | PD is accurate and current. Certified by Activity: ha | HRO: (rcvd: 9/23) as 9/23 ms 9/23

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.

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。