

横須賀基地空席広報 VACANCY ANNOUNCEMENT		広報番号 : Announcement No.	SRF-C1100-181-25
		募集締切日: Closing Date	7 Jul 25
		発行日: Date of Issue	17 Jun 25
1. 職名, 職番, 等級, 語学能力級 (LPL), 給与表 (BWT) Job Title, Job No., Grade, LPL, Basic Wage Table (BWT): Administrative Specialist, #9 (管理専門職) 目標等級／語学能力級 Target Grade & Language Proficiency Level (LPL): 等級 Grade-4, 語学能力級 LPL-2		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
☒ 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			5.雇用の種類 Type of Employment ☒ MLC ☐ IHA ☒ 常用 Permanent ☐ 限定期間 Limited Term (__ヵ月 Months or NTE date)
2.部隊 Activity U.S. Naval Ship Repair Facility & Japan Regional Maintenance Center, Yokosuka, Japan, Administrative Department (C1100) 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka			
3.勤務時間 Work Schedule (週_40_時間制 hrww) 勤務日 Work Days: 月曜日 - 金曜日 Monday thru Friday 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 Assistant to the Admin Officer and Command Support Division Head - Serves as assistant to C1100 in processing administrative paperwork such as personnel action requests, applicants' interview, travel orders/documents, prepares presentation slides, and referral and routing of all administrative documents. Conducts inventory of materials/supplies. Prepares and schedule meetings. Also serves as assistant to other division heads in the Admin Department and serves as secretary to the Commanding Officer and Deputy Commander/Executive Officer during the absence of the CO and XO's secretary. IT Representative - Serves as the IT representative for C1100 and C100/C100D/C107. Develops the Admin department's plan and schedules for a successful IT Hardware or Software Upgrades. Attends the monthly AIS Meetings representing the C1100/C100/C100D/C107. Notifies the department of IT updates. Prepares IT Work Request or New Account Request and serves as the designated person to submit requests to the IT Office. Facilities Representative - Serves as the Facilities Representative for C1100 and C100/C100D. Coordinates projects such as Telephone Wiring replacements, installation and maintenance of telephones, installation of window blinds, replacement of light bulb fixtures, management of cell phones, and maintenance of telephone numbers. Prepares Work Request for new desks, chairs, furniture and others facility related work. Time and Attendance - Serves as the person in charge of processing the timekeeping for all C1100 Division Heads and also process timekeeping for all Department Heads. Translator/Interpreter - Serves as translator and interpreter for the Admin Officer and Command Support Division Head when the Command Translator/Interpreter is not available. Translates important messages and interprets during the meetings as required. 特別な職務状況 Outstanding Working Condition, if any: N/A			

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 item #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。

- a. One year of clerical, technical, or administrative work experience in any field,
OR completion of 4-year college/university in any field.
- b. Knowledge of administrative procedures to arrange official and non-official functions involving military officers, Japanese Government officials and other Japanese Nationals.
- c. Knowledge of customer service concepts and practices.
- d. Knowledge of SRF-JRMC organization and internal/external procedures and instructions for clerical and administrative functions.
- e. Knowledge of command and Navy administrative programs and knowledge of administrative procedures, rules and regulations for all US Navy, US Civilians Service, and Master Labor Contract.
- f. Skill in operating personal computer software such as MS Outlook, Word, Excel, Access, PowerPoint, etc.
- g. Ability to perform a variety of administrative and secretarial functions.
- h. Ability to collect and maintain data and information, and develop various charts, graphs, reports and briefs.
- i. Ability to interpret and translate oral or written statements from English into Japanese or vice versa.
- j. Ability to speak, read, and write Japanese at native level.

* US security check will be conducted for the selectee.

選考された方には米国のセキュリティ・チェックが実施されます。

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

8.提出するもの Application and Associated Documents

内部応募者（現 MLC/IHA 従業員）の下記必要書類は PDF, Excel (9 項参照), Word 形式で（添付ファイル数は 3 つまで）E メールでの提出（e-Application）となります。PDF, Excel, Word 形式以外のファイルは受け付けません。
Current MLC/IHA employees must submit all required documents below in PDF, Excel (refer to item #9), Word Format (up to 3 attachments) by e-mail (e-Application). Files other than PDF, Excel, Word format are not acceptable.

外部応募者（非従業員）の下記必要書類はハードコピー（紙）での提出となります。Off base (external) applicants must submit all required documents below in hard copy.

応募書類提出方法は下記 9 項をご確認ください。See item #9 below for How to Submit Application Documents.

下記に示される必要書類の全てが揃っていない場合、若しくは下記 9 項の応募方法の指示通りにご応募頂けない場合、選考対象となりませんのでご注意ください。When all of required documents indicated below or instructions on How to Submit Application Documents in item #9 below are not followed, your application will not be accepted or considered for this position.

1. ☒ **空席応募用紙** Application for Vacancy Announcement (HROY Form 1)
2. ☒ **専門職務経歴書** Resume of Specialized Work Experience
1 & 2 の記入は Complete in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either
3. **その他必要書類等** Other Required Documents（内部応募者は、下記にチェックマークで示される書類がある場合 1 つの添付ファイルにまとめてください。For current MLC/IHA employees, when any of the following documents are check marked, combine them to one file attachment）

☐ 運転免許証の写し Copy of Driver's License

マイナ運転免許証の方は「マイナ免許証読み取りアプリ」等より印刷された免許情報を提出。

For My Number Driver's License, submit the license information printed from the My Number Driver's License Reading Application, etc.

☐ 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.

☒ 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.

NOTE: Retired US military/reservist must obtain approval for employment under foreign government from both the Secretary of State and the Service Secretary from which you retired, and attach the approval letter to be considered.

4. ☒ **（外部応募者のみ For external applicants only）** 110 円分の切手を貼付し、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 110 yen stamp (MPS is unacceptable.)

***資格要件審査に必要な応募書類ではありませんが、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』を提出してください。（内部応募者は、上記 3 項のその他の必要書類とまとめて提出してください。）**

The "Questionnaire on Relatives" is not a form essential in screening applicant's qualification. However, if you have any family/relatives who work at U.S. Navy base/facility in Japan, please submit this form. (For current MLC/IHA employees, please submit with the "Other Required Documents" in item#3 above.)

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;

<https://cnrj.cnmc.navy.mil/Operations-and-Management/Human-Resources/How-To-Apply-MLC-IHA-JOB-Opportunities/JN-Forms/>

9.応募書類提出方法 How to Submit Application Documents

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出方法・提出先が違います。上記必要提出物を以下の指示に従い、間違えの無いことを応募者ご本人の責任においてご確認のうえ提出して下さい。募集締切日必着。 How and where to submit job application documents is different for Current MLC/IHA (internal) Employees versus Off Base (external) Applicants. Submit required application documents by ensuring to follow the instructions provided below at the responsibility of the applicant. Applications must be received by the closing date of the Vacancy Announcement.

1. 内部応募者（現 MLC/IHA 従業員）提出先 **Current MLC/IHA Employees must submit to :**
米海軍横須賀基地 OCHR 日本人雇用課 (HRO)の下記メールアドレス OCHR Human Resources Office (HRO)
Yokosuka' e-mail address at :

apply@us.navy.mil

- * 現従業員からのご応募は、この宛先（アドレス）へEメールにて提出されたもの（e-Application）のみ受付ます。
- * この宛先は横須賀基地空席広報への応募専用です。ご質問等をお送りいただいても、返答致しかねますのでご了承ください。
- * メールのサブジェクト（件名欄）には半角英数で空席広報番号を記載（必須）。件名欄に全角は一切使用しないで下さい。
- * 指定応募書類の求職者署名欄には氏名（フルネーム）をタイプしてください。
- * 応募者には @us.navy.mil や他の DoD メールアドレスより連絡があることがあります。メールを受信できるようにしておいてください。
- * VA 締切日後の募集進捗状況と過去 60 日の募集結果はこちらからご確認下さい。
<https://cnrj.cnrc.navy.mil/Operations-and-Management/Human-Resources/How-To-Apply-MLC-IHA-JOB-Opportunities/JN-Yokosuka-Region/>
- * **Current MLC/IHA (internal) employees, only those applications which are submitted to the above e-mail address (e-Application) will be accepted.**
- * The above e-mail address is only for submission of e-Applications for **Yokosuka Base Vacancy Announcements**. No response will be provided to inquiries made via this email address.
- * Enter vacancy announcement (VA) number in the “subject line” (title) of the e-mail submission.
- * For the “Applicant’s signature” block in the application form(s), type your full name.
- * Applicants may be contacted via e-mail from @us.navy.mil or other DoD e-mail address. Please ensure that you will be able to receive such e-mails.
- * Status of the VAs that closed during the last 60 days is available at <https://cnrj.cnrc.navy.mil/Operations-and-Management/Human-Resources/How-To-Apply-MLC-IHA-JOB-Opportunities/JN-Yokosuka-Region/>.
- * **以下の指示通りにご応募頂けない場合、応募書類は選考対象となりませんのでご注意下さい。**
 - ❖ 添付ファイルは、一空席広報への応募募集につきひとつのメールにまとめて送付。
 - ❖ ひとつのメールで複数の空席広報に応募された場合、そのメールに示された全ての応募が無効となります。
 - ❖ 募集締切日（深夜 2400 時）必着。
 - ❖ ファイル形式：PDF, Excel (Microsoft Excel で作成した拡張子 “.xlsx” の Excel ファイルのみ有効), Word ファイルのみ有効。
 - ❖ 添付ファイル数は 3 ファイルまで、計 5 メガバイト以内。3 つを超える添付ファイル、若しく合計サイズが 5 メガバイトを超える場合、その応募は無効となります。
 - ❖ ファイルは Zip File 等に圧縮せずに送信。URL 参照とするなど、ウェブサイトから情報をダウンロードする形式での応募は無効となります。
 - ❖ 添付ファイルは「判読可能」な解像度でご提出ください。解像度が低く、拡大しても書類の内容が確認出来ない場合は無効となります。
 - ❖ 同一募集に対し「複数回応募」された場合は、締切内に届いた中で一番最後のメールを有効受付とします。
 - ❖ 提出書類の差し替え、追加をご希望の際は、全ての書類を再送信してください。

*** When the following instructions are not followed, your e-Application will not be accepted nor considered for this position:**

- ❖ Only one e-Application per VA containing all file attachments will be accepted.
- ❖ Submission of one e-mail for multiple VAs will be considered as invalid application for all the VAs applied by the e-mail.
- ❖ The e-Application must reach the above e-mail address by 2400 (midnight) of the VA closing date.
- ❖ Only PDF, Excel (only those Excel files created by Microsoft Excel with extension, “.xlsx” are acceptable), Word files are accepted.
- ❖ Acceptable file attachments, up to 3 files and not to exceed 5 MB in total. E-Application containing more than 3 file attachments or more than 5 MB in total will not be accepted.
- ❖ Do not zip (compress) the files. Application referring to URL or requiring information to be downloaded from web site(s) is not accepted and will be considered as invalid application.
- ❖ Ensure that e-Application files are in the resolution so they are readable. Unreadable attachments are considered as invalid documents.
- ❖ Multiple submission for one VA, only the most recent submission before the closing date will be accepted.
- ❖ If you wish to replace or submit additional document(s), resubmit your e-Application with all file attachments in one e-mail.

2. 外部応募者（非従業員）提出先

郵送、もしくは事務所窓口へ提出。

〒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:

By mail or at the LMO/IAA office counter.

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

受付時間：月曜—金曜、0830-1700 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。
受付時間は変更になる事もありますので事前にご確認下さい。

Operating Hours: Mon-Fri, 0830-1700 (Closed on Japanese Holidays). Contact LMO/IAA for questions on conditions of employment. Contact in advance as the operating hours may change.

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) 243-5288

PD No.: SRFJRMC-1100-004

PD is accurate and current. Certified by Activity: bk

HRO: (rcvd 6/16) mk 6/16

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。

See the below for the English Language Proficiency Level (LPL) required of the position:

2016 年 2 月 8 日前より継続雇用される現 MLC/IHA 従業員で、2016 年 2 月 8 日前に発行された ALCPT 試験結果をお持ちの方は、その試験結果の語学級レベルが「グランドファーザー」され、その方の現 LPL レベルとして考慮されます。

For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess ALCPT test result dated prior to 8 February 2016, the attained “level” will be “grandfathered” and honored as the employee’s current LPL.

LPL 語学能力級	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL</u> (PBT) Paper Based Test	<u>TOEFL</u> (CBT) Computer Based Test	<u>TOEFL</u> (iBT) Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st

3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準 1 級) 最小限の能力を 要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 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。