

横須賀基地空席広報

VACANCY ANNOUNCEMENT

Open Until Filled

広報番号: Announcement No.	NS-VA-37-26
初回選考締切日 1 st Cut-off Date	16 Apr 26
募集締切日: Closing Date	2 Apr 27
発行日: Date of Issue	3 Apr 26

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):

Guard, #3000
(警備員)

目標等級/語学能力級 Target Grade & Language Proficiency Level
(LPL): 等級 Grade-1, 語学能力級 LPL-1

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

2. 部隊 Activity

**The New Sanno
Force Protection**

勤務場所 Working Place: 東京都港区 Minato-ku, Tokyo

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

勤務日 Work Days: 4-6 days/week

勤務時間 Work Hours: 8-12 hours/day in 24 hours operations (00:00-24:00)

Recess Period: 1 hour /day

夜勤 Night Shift 残業 Overtime 出張 Business Travel

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

5. 雇用の種類 Type of Employment

- MLC
 IHA

常用 Permanent
(年齢 18歳~61歳、定年年齢
を上限)
(Age: Ages 18 to 61. Up to the
retirement age.)

日米政府間で締結された労務提供契約
に基づき雇用される

Employed under a labor services agreement
concluded between the Japanese and U.S.
governments

限定期間 Limited Term
(__ヵ月 Months or NTE date)

6.職務内容 Duties

Under supervision and oversight of New Sanno Hotel Security Director, Region Security Officer (RSO), or Guard Supervisor serves as an armed guard engaged in the enforcement of good order and discipline, loss prevention, physical security, and antiterrorism operations onboard the U.S. Naval Joint Services Activity, The New Sanno Hotel. Protects employees, patrons/guests, property, materials, and equipment against injury, damage, fire, theft, and possible acts of sabotage, terrorism, and espionage. Enforces Department of Defense, Department of Navy, New Sanno, and other regulations, instructions, and laws as applicable; responds to disturbances and violations of the same; identifies the conditions involved and decides the kind of action to take with and without direction of supervisory personnel; detains violators if necessary and renders emergency assistance to include first aid. Performs guard duty, either static or roving post, indoors and outdoors, being required to work evenings, weekends, holidays, rotating and irregular shifts.

Controls access to the facility and issues vehicle and other passes; searches and escorts vehicles and pedestrians, to include deliveries, mail, and cargo; detects and prevents illegal intrusion and trespassing into the facility. Complies with all weapons arming and carry procedures, and adheres to Use of Force doctrine and Rules of Engagement. Maintains service standards required of New Sanno personnel, assisting authorized patrons and guests to the extent possible without detracting from security duties and post orders; keeps a professional appearance and courteous demeanor. Maintains proficiency in a variety of police and security equipment and tactics, to include several types of firearms and less-than-lethal weapons; operates Closed Circuit Television receive clear-cut information. Write reports and takes statements; maintains various logs and journals.

特別な職務状況 Outstanding Working Condition, if any

Stands and walks long period of time. Shift Work Schedule. Works on Sat, Sun & Holidays.

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. Ability to stand for extended periods in all types of weather and at all times of the day or night.
- b. Ability to report for duty, 24 hours a day, whether or not public transportation is available.
- c. Ability to speak, read, and write Japanese language at native language level.

* Non-Japanese applicants: Only those who possess permanent resident visa will be eligible.

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

8.提出するもの Application and Associated Documents

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

提出先:

郵送または E-mail にてニューサンノー人事課へ提出。

〒106-0047 東京都港区南麻布 4-12-20

ニューサンノー人事課

☎03-6868-2311 (内線 7047)

Submit to:

By postal mail or E-mail to the New Sanno Personnel Office.

4-12-20 Minami Azabu, Minato-ku, Tokyo 〒106-0047

The New Sanno, Personnel Office

☎03-6868-2311 (Extension 7047)

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : The New Sanno Personnel Office

軍電 (DSN) 243-7047

PD No.: Sanno-N34-001

PD is accurate and current. Certified by Activity: at

HRO: (rcvd 4/2) sf 4/2

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.

勤務時間が週 20 時間 以上の場合は雇用保険・健康保険・厚生年金の加入が義務づけられています。 Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance, Health Insurance and Pension Plan.勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

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 (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
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。