

United States Army Japan Merit Promotion and Placement Vacancy

空席広報番号/Announcement No.

MLC(I)25-087-02

雇用の種類/Employment Type

MLC 常用/ MLC Permanent Employee

募集人数/Number of Recruitment

1

募集範囲/Area of Consideration

- ☐ 全て/All
- ☒ 通勤圏内（片道 2 時間）在住の方全て/All, within the Commuting Distance (2hrs/Way)
- ☐ 現 MLC/IHA 従業員/Current MLC/IHA employees
- ☐ 現 MLC/IHA 従業員で通勤圏内（片道 2 時間）在住の方 / Current MLC/IHA employees within the Commuting Distance (2hrs/Way)
- ☐ 下記部隊内従業員/Current MLC/IHA Employees within

職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade

Military Pay Clerk, #368, BWT 1-4

下記重要事項を参照 / Please see Important Notes

基本給/ Basic Wage

BWT 1-4 : ¥230,000

施設名/Location

キャンプ座間/Camp Zama

部隊名/Organization

U.S. Army Financial Management Command (USAFMCOM),
Army Military Pay Office, Camp Zama

勤務時間/Work Schedule

週 40 時間制/Hours Per Week (0730 ~ 1630, Recess: 1200 ~ 1300)

☒ 月/M ☒ 火/Tu ☒ 水/W ☒ 木/Th ☒ 金/F ☐ 土/Sa ☐ 日/Su

☐ 変則勤務/Irregular Shift Work

募集期間/Opening Period

14 May 25 – Open Until Filled (1st Cut-off: 28 May 25, thereafter every Wednesday)

履歴書は締切日の午後 3 時必着/ Resume Must arrive by 1500 on the cut-off date

重要事項/Important notes

1. 移転費用は支給されません。Transfer expenses is NOT authorized.
2. 一度 MLC(I)25-087-01 にご応募された方は再応募の必要はありません /Those who have applied for MLC(I)25-087-01 do not need to re-apply.

各種待遇等/Benefits & Allowances.

地域手当/Area Allowance: 基本給の 12%(12% of Basic Wage)

住宅手当/Housing Allowance: 月額最高 28,000 円(28,000yen/month (max.))

通勤手当/Communting Allowance: 月額最高 55,000 円(55,000yen/month (max.))

扶養手当/Family Allowance: (月額)配偶者 6,500 円, 子 10,000 円(Spouse 6,500yen, Child 10,000yen/month)

その他 夏季・年末手当等 (Summer and year-end allowances, etc.)

年次休暇/Annual Leave: 年 20 日(20 days/year)

社会保険年金完備、マイカー通勤可(Social insurance and pension plan fully covered, car commuting allowed)

年齢/Age

18 歳～60 歳、定年年齢を上限 Ages 18 to 60, Up to the advanced age of 61

職務内容 / Duties:

1. a) Resolves complicated pay and allowance problems such as correcting a pay account which may include retroactive claims involving extensive research and manual computations, taxes, and allotment reconciliation. Verifies eligibility and computes pay and allowance cases using rules and regulations governing each pay entitlement. Computes pay and allowances using manual computations. Researches current and prior year pay tables to determine appropriate formula for computing retroactive entitlements. The work requires in-depth or broad knowledge of various military pay regulations, laws, and requirements to ensure compliance and recommend action. b) Knowledge of a variety of military pay functional areas and their relationships to other functions to research or investigate problems or errors that require reconciling and reconstructing incomplete information, conducting extensive searches for required information, or performing actions of similar complexity. Reviews pay accounts and service records to resolve problems affecting enlistment extension and reenlistment eligibility and bonuses. Problems may involve recalculation of service periods due to such factors as unauthorized absences, promotions, changes in entitlements, and conflicting information in the pay record. c) Manages, resolves, and processes a wide range of debt collection cases which typically require extensive research, review, and application of prior year laws, regulations, GAO decisions, and other procedures and audit of several months to many years of pay history. Researches applicable laws and regulations and audits claims; determines final disposition of cases. Prepares indebtedness waivers, rebuttals, and remission. Reviews pay accounts and service records to resolve retirement pay problems and issues requiring audit of several months to many years of pay history. Reviews military pay accounts and service records to resolve problems prior to the service member's retirement. Problems may include out-of-balance accounts, and under or overpayment. Determines eligibility using current and past rules and regulations governing each type of pay entitlement. Computes pay entitlements using obscure formulas and tables as necessary. Accurately completes worksheets for computations. d) Audits pay accounts to resolve issues involving several months and/or many years of pay history. Audits typically involve out-of-balance pay accounts or pay actions which require in-depth research, review, or application of prior pay laws, regulations, or entitlements. Audits and reviews ensure the pay files are correctly updated and in balance. Reviews source data, substantiating, and supporting pay authorization documents for propriety, authentication, and accuracy and for compliance with applicable regulations, policies, and precedents. Computes and corrects any irregularities or if action is to be returned to input source, provides specific guidance for corrective action. Develops information regarding causes of errors and recommends means of improving efficiency. Processes a wide variety of pay actions which require carrying out numerous different and unrelated processes, procedures, or methods because the transactions may not be completely standardized; deadlines are continually changing; functions are relatively broad and varied; or transactions are interrelated with other systems and require extensive coordination. Identifies the problem, question, or issue, determines the need for additional information, and then decides what needs to be done. Makes recommendations or takes action based on a case-by-case review of the pertinent regulations, documents, or issues involved in each assignment or situation. e) Provides "over the counter" personal services to military members, providing one on one assistance as needed. Explains standard pay entitlements, answers inquiries regarding new accounts, explains pay entitlements and provisions during in and out processing, explains cost of living adjustments and methods of computation. Explains indebtedness actions to service members. Assists in establishing or changing pay options and enters pay transactions into the organization's automated military pay system.

Performs other duties as assigned.

最低必要応募資格基準 / Minimum Qualification Standards (MQS) Requirement:

Must have at least one (1) year of general work experience** OR Completion of two (2) year junior college/university or technical or business school**.

****When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

要求される英語力レベル / Required Language Proficiency Level (LPL):

Language Proficiency Level 2: Average proficiency

* 職務に必要とされる英語力レベルについての詳細はホームページ上を参照ください。

Please see our website for detail information on the required LPL.

要求される雇用条件 / Required Condition of Employment:

1. Sedentary (in an office environment)
2. Must be able to work as a team player.
3. Must be able to work overtime or temporarily adjust work schedule as needed.
4. Must be able to go on temporary duty (TDY) as needed.
5. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

タイミンググレード / Time in Grade (TIG):

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ permanent positions at the next lower grade (BWT 1-4) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents)

申請用紙 / Applications :

1. (1) 履歴書/USFJ FORM 196aEJ (2) 職務経歴書 / Resume of Work Experience

申請用紙の記入言語 / Language to complete applications :

英語/ English

必要添付書類 / Required attachments :

- ☒ 英語力の証明書のコピー (ALCPT、TOEIC L&R®、TOEFL®、CASEC、英検のいずれか) /Copy of English certificate (ALCPT, TOEIC L&R®, TOEFL®, CASEC or EIKEN)
- ☐ 日本の運転免許証のコピー/Copy of Japanese driver's license
- ☐ 最高学歴の卒業証明書のコピー/Copy of diploma of highest education completed. 最低必要応募資格基準の注釈(**)をご覧ください / Please see the note (**) under MQS requirement
- ☒ その他/Other Please attach copy of the required license and certificate. / 必要資格・証明書の写しを添付してください。
- ☒ 外国籍で永住権をお持ちの方は在留カードまたは特別永住者証明書のコピー（両面）を添付のこと/For those who have a permanent residency of Japan must attach a copy of Resident Card or Special Permanent Resident Certificate (both sides).

採用までに提出するもの/ Additional Documents Required Before Hiring

- ☒ 最高学歴の卒業証明書の写し/Copy of diploma of highest education completed

応募方法/To Apply

- 上記の書類を締切日までに担当の人事課まで郵送もしくはEメールで送信してください。締切日の午後3時必着。提出された応募書類は返却いたしません。Mail/E-mail the application to the office shown in the bottom of this form along with necessary documents specified above. Application must be received no later than 1500 on the closing date. All submitted documents will not be returned.
- その他、応募時の注意事項についてはウェブサイト(<https://www.usarj.army.mil/gojjobs/>)をご参照ください/Please refer to the website (<https://www.usarj.army.mil/gojjobs/>) for other notes for application.

選考状況について/Selection Status

- 選考状況については、ウェブサイト上の「選考状況」をご確認ください(<https://www.usarj.army.mil/gojjobs/>)/To confirm your selection status, please refer to the website(<https://www.usarj.army.mil/gojjobs/>), "Selection Status"
- 電話、電子メール等でのお問い合わせはご遠慮ください/Please refrain from contact by phone and/or email

提出先/ Submit To

Email*: usarmy.zama.usarpac.mbx.usarj-g1-ln-application@army.mil

*Eメールに履歴書等必要書類を添付して応募する場合は、メールの件名に空席広報番号（例：MLC(I)17-001）を入力してください。/Please include Announcement Number (e.g. MLC(I)17-001) in the subject line when applying by e-mail.

郵送 〒252-0000 神奈川県座間市 キャンプ座間 Bldg 101, W137
在日米陸軍 日本人事務所 雇用課 MLC(I)25-087-02

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JESO, G1, USARJ MLC(I)25-087-02