

# United States Army Japan Merit Promotion and Placement Vacancy

空席広報番号/Announcement No.	雇用の種類/Employment Type	募集人数/Number of Recruitment
MLC(I)25-109	MLC 常用/ MLC Permanent Employee	1
募集範囲/Area of Consideration		
<input checked="" type="checkbox"/> 全て/All <input type="checkbox"/> 通勤圏内（片道 2 時間）在住の方全て/All, within the Commuting Distance (2hrs/Way) <input type="checkbox"/> 現 MLC/IHA 従業員/Current MLC/IHA employees <input type="checkbox"/> 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) <input type="checkbox"/> 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		基本給/ Basic Wage
Administrative Specialist, #10, BWT 1-5		BWT 1-5 : ¥265,300 ~
施設名/Location	部隊名/Organization	
キャンプ座間/Camp Zama	Administrative & Management Office, LRC-Honshu	
勤務時間/Work Schedule		
週 40 時間制/Hours Per Week (0800 ~ 1645, Recess: 1200 ~ 1245) <input checked="" type="checkbox"/> 月/M <input checked="" type="checkbox"/> 火/Tu <input checked="" type="checkbox"/> 水/W <input checked="" type="checkbox"/> 木/Th <input checked="" type="checkbox"/> 金/F <input type="checkbox"/> 土/Sa <input type="checkbox"/> 日/Su <input type="checkbox"/> 変則勤務/Irregular Shift Work		
募集期間/Opening Period		
5 Mar 25 – Open Until Filled (1 <sup>st</sup> Cut-off: 19 Mar 25, thereafter every Wednesday) <b>履歴書は締切日の午後 3 時必着/ Resume Must arrive by 1500 on the cut-off date</b>		
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. 採用日は 2025 年 9 月 1 日以降となります / The effective date will be 01 September 2025 or later.		
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/Commuting Allowance: 月額最高 55,000 円(55,000yen/month (max.)) 扶養手当/Family Allowance: (月額)配偶者 3,000 円, 子 11,500 円(Spouse 3,000yen, Child 11,500yen/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. Serves as the assistant to the Administrative Officer, responsible for maintaining and updating administrative personnel records and information of 27 Department of Army Civilian (DAC) and 455 Master Labor Contact (MLC) personnel (Director, Administration, Plans & Operations, Safety, Resource Management, Transportation, Supply & Services, Maintenance Offices) in LRC-Honshu. As the SME for Records Management, assumes full administrative responsibility of Electronic Records Management Program and oversees other division administrative specialists. Maintains and updates electronic and hard copy files and serves as Records Coordinator in establishing, disposing, purging, and transferring of all records for LRC-Honshu. Creates, maintains and updates record listings, transitions hard copy files annually, and disposes documents as expiration date prescribed in accordance with record keeping guidelines and regulations. Issues suspense dates, establishes internal procedures of projects, keeps track of progress, responds to inquiries, and provides guidance on all administrative matters by interpreting prescribed regulations and policies already in place. Ensures accuracy of administrative records and all newly assigned/outgoing DAC personnel are processed through the Administrative Office, to include personnel data sheet and 403d AFSB security briefing/debriefing. Serves as liaison between Administrative Officer and all Division Admins regarding various taskers, and ensures all suspenses are complete and meet timely. Translates documents in Japanese/English as required. Controls administrative operations to include taskers, suspenses, and various document routing for approval. Utilizes Global Electronic Approval Routing System (GEARS) and Enterprise Task Management Software Solution (ETMS2) for electronic document routing and tracking as applicable. Serves as Commander's Actions Army Law Enforcement Reporting and Tracking System (ALERTS) Coordinator for LRC-Honshu to ensure Directorate's alert and office personnel rosters are updated on a quarterly basis and distributes rosters to all DAC personnel and other related offices. Maintains Administrative Office leave schedules and calendar to ensure adequate staff coverage. Maintains and schedules bookings for conference room. Receives MLC travel authorization forms, reviews and submits to Budget and Program Office. Serves as the POC to provide guidance and assistance for Defense Travel Systems (DTS) in processing new accounts with Resource Management. Maintains publication library, responsible for posting changes, requesting publications, maintaining current index of all local and DA level publications, collects and consolidates division pin-point publication requirements and submits changes to DA forms 12-series Requests blank forms and Form Processing Action Request as action Officer/Publication Manager for the entire LRC-Honshu. Serves as POC and liaison for all MLC personnel and corresponds with Labor Management Organization (LMO) in obtaining a variety of information such as income deduction, physical health examination, social insurance, dependent allowance and housing allowance. Coordinates employees welfare matters and distributes welfare information from LMO to other divisions. Coordinates and consolidates orders from each LRC Division Admin regarding MLC annual protective clothing and uniform. Prepares and submits RFP Form 22 with Director's signature to Japan Employment and Services Office (JESO) for processing. Responsible for Mail and Distribution, both incoming and outgoing. Makes distribution runs daily to USAG-J and USARJ mail and distribution centers. Required to lift packages weighing up to 40 lbs.

2. Coordinates, prepares, reviews, and submits all time and attendance input data by Defense Civilian Pay System (DCPS) and Automated Time Attendance and Production System (ATAAPS) for 27 DAC employees of LRC-Honshu. Updates DAC payroll in DCPS, ATAAPS and Defense Civilian Personnel Data System (DCPDS) for newly assigned personnel, closes payroll accounts for personnel, and resolves time sheet discrepancies for LRC-Honshu DAC employees. Responsible for the preparation of 16 MLC time & attendance reports. Ensures all timekeeping entries are accurately & entered timely, tracks leave usage and balances to alert 27 DAC personnel on upcoming expiration dates, prepares bi-monthly timekeeping reports for Administrative Officer and LRC-Director review and concurrence. Reviews, takes corrective action to resolve timekeeping discrepancies and ensures all pending issues are cleared within the following pay period. Manages payroll for MLC personnel assigned to LRC-Honshu Office and G-8 to LMO. Prepares and processes DAC (overtime/comp time) and MLC overtime hours requests. Consolidates overtime estimation from each division for Director's review and approval. Prepares overtime/comp time monthly usage report, which indicates the actual hours of overtime performed by employees, and updates all LRC-Honshu overtime hours data, using the LRC-Honshu system. Reports Administration Office daily PERSTAT to Brigade SharePoint.

3. Prepares Time-Off Award (TOA) for MLC and Special Step Increase (SSI) for MLC application forms, and coordinates and assists with Budget & Program office. Coordinates and follows-up on actions with JESO and G-1. Keeps records and tracks all awards provided to MLC coordinated with JESO and G-1 according to award nomination process. Prepares and prints certificates of all issued awards. Prepares documents for all award certificates upon LRC-Honshu MLC retirement for Commanding General. Must have knowledge of Army Awards Program (AR 672-5-1) and Incentive Awards Program (AR 620-1) to include all local supplements to same. Receives, coordinates and processes all Honorary Awards and Employee of the Quarter/Year for all LRC-Honshu. Prepares and processes Commander's Awards for Civilian Service for DACs for routing and approval, to include lateness memorandums in accordance to ASC established timelines for submission. Prepares, prints, ensures accuracy of certificates and routes issued awards for Director signature.

4. Maintains key control of offices located at Camp Zama (issuance, inventory and returns), and serves as LRC-Honshu Key Controller/POC for the entire organization. Maintains inventory, usage and accountability of postage stamps. Schedules, coordinates and facilitates semi-annual shredding services for all LRC-Honshu offices.

Performs other related duties as assigned by supervisor.

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

Must have at least one (1) year of specialized experience\* equivalent to BWT 1-4 OR four (4) academic years above high school leading to a bachelor's degree\*\* OR Completion of four (4) year college/university\*\*.

\*The specialized experience means the experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

**\*\*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 3: Fluent 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:**

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.

**タイムイングレード / 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](mailto: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)25-109

**Address:** Bldg 101 W137, Camp Zama, Zama-shi, Kanagawa-ken, 252-0000  
JESO, G1, USARJ MLC(I)25-109