

United States Army Japan Merit Promotion and Placement Vacancy

空席広報番号/Announcement No. MLC(IV)25-146-01 *Re-announcement*	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 <input type="checkbox"/> 全て/All <input checked="" 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 Program Analyst, #341, BWT 1-5 *下記重要事項を参照 / Please see Important Notes*		基本給/ Basic Wage BWT 1-5 : ¥265,300 ~
施設名/Location キャンプ座間/Camp Zama	部隊名/Organization Directorate of Plans, Training, Mobilization and Security (DPTMS), USAG-Japan	
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 14 May 25 – Open Until Filled (1 st 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. 一度 MLC(IV)25-146 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(IV)25-146 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/Commuting Allowance: 月額最高 150,000 円(150,000yen/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		

Duties:

General: Serves as a Program Analyst to exercise considerable independent judgment and discretion in planning and carrying out all assigned duties and responsibilities. Assists the Installation Emergency Manager with all aspects of the emergency management including emergency preparedness, response, recovery and mitigation.

1. **Emergency Preparedness.** Responsible for overseeing the Mass Warning and Notification Systems (MWNS) for the following installations: Camp Zama, Sagami-hara Depot, Sagami-hara Family Housing, Yokohama North Dock, and Akasaka Press Center. Responsible for monthly testing of the MWNS and providing status reports to the Installation Emergency Manager. Responsible for submitting work orders to servicing contractor(s) for maintenance and upkeep of MWNS. Serves as primary point of contact(POC) for Alert! system in/out processing, coordinating with unit points of contact (POC) as necessary to ensure health of the Alert! system. Assists customers enrollment and de-enrollment in the Alert! system and provides user training as required. Serves as a POC with the Alert! system contractor for troubleshooting and responding to inquiries by users.
2. **Ready Army Program Management.** Assists the Installation Emergency Manager in executing the Ready Army Program, promoting community preparedness. Researches, procures, and distributes marketing materials and educational tools, references, and other materials to increase the education level of the community regarding disaster preparedness. Plans, resources and supports Emergency Management tables at the bi-weekly Newcomers Training, information fairs and other events at least once per quarter, to provide Ready Army Materials to community. Coordinates with Family Readiness Groups and other organizations within the community to provide Ready Army materials and support to applicable/appropriate events. Serves as POC for National Preparedness Month plans and activities.
3. **Emergency Management Exercise Planning.** Assists the Installation Emergency Manager in maintaining daily operations, to include planning conferences, Emergency Management Working Groups, In-Progress Reviews, After-Action Reviews and training events. Conducts research and analysis on assigned projects. Maintains situational awareness of available sources and procurement procedures such as MWNS upgrade and periodic maintenance. Attends meetings, planning conferences, Working Groups, and In-Progress Reviews in absence of the Installation Emergency Manager. Provides Japanese/English translation services to the Chief, Plans and Operations and the Installation Emergency Manager during training events, briefings, meetings, and exercises with Host Nation or JGSDF representatives. Conducts administrative duties to include correspondence, memorandums, PowerPoint presentations, information papers, and other documentation as required.
4. **Emergency Operations Center (EOC) Management.** Assists the Installation Emergency Manager to ensure the EOC is in a constant state of readiness. Logs into EOC computers weekly and assists with developing a daily common operating procedure (COP). Checks the EOC Emergency Support Function Workbooks and storage areas to ensure they are current and appropriately supplied. Ensures EOC equipment is fully functional, testing all equipment at least monthly, and submits work orders as needed for maintenance and repair. Maintains and updates EOC signage, as needed. Checks USAG Japan Shelter in Place Kits quarterly to ensure items are not expired and batteries are fully charged. Places orders for replacement items as needed.
5. Serves as the DPTMS POC for various extra duties to include (but not limited to) Safety Programs, Environmental Officer, TMP Coordinator, EEP Warden, and Fire Warden.

Performs other duties as assigned.

最低必要応募資格基準 / MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:

BWT 1-5

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:

1. Must be available to work occasional overtime and go TDY to various areas in Japan based on mission requirements.
2. Must be able to perform sedentary office work at a computer workstation.
3. May occasionally be required to lift office supplies.
4. On rare occasions, such as emergency weather conditions or other natural disasters, may be required to work outside of normal duty hours.
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.

タイムイングレード / Time in Grade (TIG):

BWT 1-5:

To be promoted, current MLC/IHA employee applicants must have completed at least 12 months in any USFJ 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.
- ☒ 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).

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(IV)25-146-01

Address: Bldg. 101 W137, Camp Zama, Zama-shi, Kanagawa-ken, 252-0000
JESO, G1, USARJ MLC(IV)25-146-01