

United States Army Japan Merit Promotion and Placement Vacancy

空席広報番号/Announcement No. MLC(V)24-256-01 *Amendment – Duty *	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 Packing and Preservation Specialist, #140, BWT 1-4		基本給/ Basic Wage BWT 1-4 : ¥230,000
施設名/Location 相模補給廠/Sagami Depot	部隊名/Organization Army Field Support Battalion-Northeast Asia, 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 15 Jan 25 – Open Until Filled (1 st Cut-off:29 Jan 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(V)24-256 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(V)24-256 do not need to re-apply. 2. 職務内容に追加があります。詳細は 2 ページ目のハイライトされた部分をご参照ください/ There are amendment (addition) to the duties. Please see highlighted section on page 2 for details		
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 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. Assists both Sagami and YND Sites with research for packing, preservation, and special shipment instructions for equipment. Provides sound advice on policies, procedures, regulatory, and DoD guidance related to Packing, Marking, and Preservation of equipment. Accomplishes these tasks by, but not limited to: 1) Possessing a strong understanding of AR 700-37 and references noted within. 2) Understanding the use of the following websites: Defense Logistics Agency (DLA), FEDLOG, Logistics Support Activity (LOGSA), and ASSIST quick search to obtain technical information to determine the latest processes, materials, and specifications to be used in preservation and packing for general supply items, mechanical items, rolling stock, or other related equipment and small arms. 3) Providing guidance to the Care and Preservation (C&P) program on packaging processes to protect items from various climates, heat, humidity, water, rust, and shocks. 4) Developing processes, procedures, and documentation to improve effectiveness of C&P operations. 5) Conducting formal training for site personnel to instruct employees in understanding methods of preservation. 6) Advising personnel preparing packages for shipment of assets globally in appropriate containers (cardboard boxes, wood boxes, crates, drums, containers, etc.). Accomplishes this task by developing and maintaining templates on the site's server, which references packing instructions and materials lists. 7) Performing research to ensure packaging, marking, and labeling for general supplies and hazardous material is correct. Coordinates with Site Environmental Technician to instruct personnel on the correct procedures for preparing hazardous material documentation for shipment, as required by above guidance. 8) Inspecting to ensure packing, shipment information, documentation, and labels are to standard before assets are released for shipment. 9) Conducting continuous surveillance of C&P operations to ensure compliance with Army Regulatory guidance throughout the Care of Supplies In Storage (COSIS) process. Documents findings, presents information to supervisor, and conducts follow-up inspections to validate corrective actions were taken.

2. Completes regular audit reports annually for Wood Packaging Material (WPM). Provides training and assistance as needed to Site Custodian WPM program to ensure information and validate updates are correctly entered into website. Validates site personnel are completing on-line WPM certification testing and the Site Custodian is maintaining a copy of training certificates, ensuring the supervisor is tracking compliance with the 2-year refresher training requirement. Operates government owned vehicle (OVA) for travel to other APS Site and for movement around Sagami General Depot to conduct audits or inspections inside or around 21 warehouses. Utilizes maintenance management software including: Global Combat Support System-Army (GCSS-A). Procures class IX repair parts. Controls documents by using supply work methods and procedures, as well as documentation systems. Participates in areas of technical supply actions such as reviewing, processing, and maintaining documents, including transactions pertaining to the receipt, storage inspection, reclassification, care preservation, issue and inventory of Class IX storage activity stocks. Conducts inventories, location, documentation, and related document control activities involved in receiving, inputting, editing, verifying, and distributing documents within maintenance management software systems like GCSS-A. Performs supply management reviews, causative research, and inventory adjustment actions; using document history and other inquiry report outputs from the computer systems in resolving discrepancies of items in GCSS-A custodial records. Investigates and confirms a variety of unusual Class IX supply and storage operations problems, which includes losses/gains of inventory, reconciliation, abnormal storage or shipping processing time, abnormal receipt processing time. Processes over aged recoverable items to ensure monetary reimbursement.

Performs other related or incidental 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.

要求されるライセンス・修了証書・証明書 / Required Licenses and Certificates:

Must have valid Japanese Driver's License. (AT limited acceptable)

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

1. Must be able to pass physical exam.
 - a. Must be physically and mentally fit to perform the duty above.
 - b. Must be able to lift up to 30lbs (14kg).
2. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
3. Must be able to go on temporary duty (TDY) in Japan and overseas as needed.
4. Must have or obtain and maintain Hazardous Material (HAZMAT), Wood Packaging Material (WPM) and Shipment Container Certifications.
5. Must have or obtain Pack 1a and Pack 1b certifications.
6. Must complete the Technical Transportation of Hazardous Materials Course (AMMO-62) training every two years and be on appointment orders.
7. 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 6 months in any USFJ permanent positions at the next lower grade (BWT 1-3) 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(V)24-256-01

Address: Bldg 101 W137, Camp Zama, Zama-shi, Kanagawa-ken, 252-0000
JESO, G1, USARJ MLC(V)24-256-01