

# 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(V)25-038-01	MLC 常用/ MLC Permanent Employee	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		基本給/ Basic Wage
Administrative Specialist, #10, BWT 1-5		BWT 1-5 : ¥265,300 ~
施設名/Location	部隊名/Organization	
相模補給廠/Sagami Depot	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		
18 Dec 24 – Open Until Filled (1 <sup>st</sup> Cut-off: 8 Jan 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. 一度 MLC(V)25-038 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)25-038 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 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:**

General: Performs various clerical and administrative duties with responsibility for working independently on full-time basis to ensure proper control of Master Labor Contract (MLC) personnel actions and support Military (MIL) and Department of Army Civilian (DAC) personnel action. Manages the Time and Attendance records and leave schedule/forms. Assists Management Analyst with obtaining and assembling information for revision or establishment of manpower requirements; to include narrative/statistical data, civilian and military personnel actions. Provides routine information to employees in regards to leave accumulation, etc. Maintains liaison between unit personnel and payroll offices; writes, updates and provides assistance, during reviews of all related reports. Serves as Records Coordinator (RC) works directly with higher command Army Sustainment Command (ASC). Duties includes establishment, disposal, purge, and transfers of all records for AFSBn-NEA, Japan. Conducts inspection and follow-up on performance appraisals and suggestion evaluations. Assigned as Primary Publication Officer for this unit. Conducts follow-up process for publications. Also appointed Primly Key Control Custodian for AFSBn-NEA Japan Head Quarter (HQ) Building.

1. Issues suspense dates, established internal procedures of the project, 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 MILs/DACs personnel are processed through the S1 office, include personnel data sheet and 403d AFSBn-NEA, S2 security briefing. a.)Serves as Sponsorship Coordinator for S1-Japan. Confirms backfill date with BN S1 for all incoming personnel and coordinate with Japan Sponsor to ensure all USAG-Japan document are provided as well all Incoming NEA documents are coordinated with sponsor. Advice/provide all requirements for military personnel administrative actions. b.)Serves as Record Coordinator (RC) for Manage all records for AFSBn-NEA Japan (both sites, SGD and YND). As a RC; assumes full administrative responsibility of electronic/hard copies Records Management Program, IAW AR 25-400-2, DA Pam 25-403, and ASC guidances, and oversees and provides guidance to the other sections administrative specialists. Conducts training for all administrative personnel within their location on records management duties. As a focal POC of unit's record management; establishes a coordination with Federal Records Center (FRC) for any records to transfer, dispose, and purge as necessary. Advises all related record management matters to users to include section chiefs. Establishes Inspection of records program follows regulatory guidance for each sections/office at all under AFSBn-NEA, Japan. Conducts spot Check the inventory to determine if done correctly. Reports results of inspection and recommended assessment plan to managements/supervisors all under AFSBn-NEA, Japan. Provides responses to higher HQ for results of inspection and developed future programs. Provides responses to records management takers from HQ commands. c.) Serves as Publication officer for AFSBn-NEA, SGD. Processes with Army Publishing Directorate (APD) and point of contact for publication ordering system. Maintains publication responsible for posting changes, maintaining current index of all local and DA level publications, collects and consolidates section's publication requirements and submits changes to DA Form 12 as required. Manage/control to ordering process within our unit and all necessary blank forms/Publications, reviews and process action requests as a Publication Officer, based on request form (DA Form 17) from each sections. Advices to requesters for ensure all request form fill correctly. Coordinates with Quality Control Foreman and develop the 12-series (Subscriptions) publications process within the order portal system and confirm with each sections that all data are correct. Ensures all order's status and these actions are processed timely manner, documentation is correctly and meets regulatory guidance. Tracking all orders items and report the status to requesters. d.) Serves as Key Control Custodian for AFSBn-NEA, Japan HQ building. IAW AR 190-11, AR 190-51 and Unit Standard Operating Procedures (SOPs) for control 30 keys. Advice/coordinate with managers for ensure all keys issues to necessary personnel. Creates key access roster, and maintains. Conducts a serial number inventory of keys semiannually and written record of the inventory. Controls and manages a cipher lock outside of HQ building, and changes the combination key IAW regulations. Receives turn-in keys and keeps tracking records up-to-date. Takes care of alarm system when power outages. Resets alarm system and adjust clocks. Reports to Management Analyst in the event of alarm system malfunctions/failure.

2. Serves as primary point of contract (POC) of all documentation related to MLC employees. Coordinates and tracks MLC actions with Japanese Employment and Services Office (JESO) to completion. Manages/Coordinates General Training requirement with Managers which training are benefit for unit and which position(s) needed. Ensure employees are aware/informed on upcoming training events and how to apply. Recommend/advice to Managers Notifies Management of employee's mandatory training requirements and follows-up procedures with supervisors; to ensure compliance. Reviews and maintains records of attendance at training. Provides translation support to staff personnel both written and verbal. Responsible MLCs personnel actions are to: 1). Prepares temporary duty (TDY) order and all necessary related documents (Installation access request, etc.). 2). Collects Travel Records, ensure documents are correct/complete and forwarded to finance for payment. 3). Works with JST fund POC to ensure Travel has been processed and paid. 4). Collects requests for protective clothing and uniforms from each section for all MLCs; provides consolidated requests to JESO and Labor Management Office (LMO) as a focal POC in AFSBn-NEA, Japan. Ensures proper clothing (PPE) and uniforms distribution to requesting section. 5). Monitors annual medical exams, insurance forms, and other financial documents. 6). Collects and

consolidates daily personnel report from Sagami General Depot (SGD) and Yokohama North Dock (YND) for submission to battalion in Korea.

3. Assists Management Analyst in support of personnel actions for Civilian, Military and MLC workforce. Responsible for MLC action related to timekeeping and training. Support coordinates special case of training for supervisors and employees. Support will be accomplished by but not limited to: 1). Performs administration, recorder keeping and pay inquires. 2). Collects, consolidates and submits payroll information for MLC workforce. 3). Maintains management records, provides personnel reports. 4). Provides recommendations on Course of Action's (COA) to effectively utilize MLC funding in terms of overtime and training. 5). Coordinates with Battalion S1 (Korea) to obtain clarification on processing of documents as it relates to MLC personnel actions. Ensures these actions are processed in a timely manner, documentation is correctly filled out and meets regulatory guidance. 6). Prepares Correspondence IAW AR 25-50. 7). Provides translation support to staff personnel both written and verbal. Alternate to be S1 officer when Management Analyst absent. Operates government vehicle for distribution tasks and to attend meeting at Camp Zama or Yokohama North Dock as needed.

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 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 required physical exam and be physically fit to perform the duties above.
  - a. Must be able to lift up to 14 Kg/30 pounds.
2. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
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. (TDY location includes out of Honshu area)
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):**

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(V)25-038-01

Address: Bldg 101 W137, Camp Zama, Zama-shi, Kanagawa-ken, 252-0000  
JESO, G1, USARJ MLC(V)25-038-01