

# United States Army Japan Merit Promotion and Placement Vacancy

空席広報番号/Announcement No. MLC(V)25-094	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 <b>Supply Technician, #614, BWT 1-4</b>		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 Maintenance Branch, 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 29 Jan 25 – Open Until Filled (1 <sup>st</sup> Cut-off: 12 Feb 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		
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		

### **Duties:**

General: Serves as Supply Technician with the primary responsibility of procuring class IX repair parts. Effectively utilizes maintenance management software including: Global Combat Support System-Army. Participates in document control actions by analyzing and advising on the effectiveness of 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. Provides technical supply support for medical unit sets, port operation sets, watercraft unit sets, Operational Projects and Theater Sustainment Stocks. This includes thousands of varying pieces of equipment, some of which consists of heavy tactical vehicles, construction/engineer equipment, power generation, and special purpose equipment. Duties relate to maintaining operational readiness of said equipment.

1. Participates in the implementation of all Class IX supply management functions involving document control operations to include such functions as inventory, location, documentation, and related document control activities involved in receiving, inputting, editing, verifying, and distributing documents through maintenance management software systems like Global Combat Support System- Army (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 AWRDS custodial records. Investigates and analyzes a variety of unusual Class IX supply and storage operations problems, which includes losses/gains of inventory, reconciliation, abnormal storage or shipping processing time, and abnormal receipt processing time.
2. Responsible for Shop Supply section plan and schedule purchases accordingly. Utilizes the Army Supply system as required and ensures national stock numbers, purchase request numbers and other applicable documentation is prepared properly to keep correct bench stock levels and required supplies on-hand to support the Maintenance Branch. Understands how to properly coordinate with the Property Book Office, Hazardous Material Sections, GSA Mart and the Army Supply Center to order and receive supplies in accordance with all regulations, Standard Operating Procedures and local guidance. Researches vendors and obtains quotations as required to properly prepare GPC requisitions, in supplying automotive, electrical parts, furniture parts, materials, and auxiliary equipment. Follows up and expedites receipt of items ordered to ensure required items are received in a timely manner. Inspects quantities and quality of products received and coordinates with the GPC Billing Official to certify receipt and payment of supply items. Prepares and forwards supply reports and search for information as required. Assists management and inspectors with local area quotations for parts, contract repair and/or fabrication of parts. Operates Non-Tactical Vehicle (NTV) to pick up documents/supplies as needed.
3. Responsible in supporting the requirements of job orders processed by the Maintenance Branch, Shop Supply including maintenance and repair of various equipment types. Maintains alertness and ability to identify the continuous receipt supply status, and able to pinpoint unsatisfactory or untimely supply support that requires repeated follow-up actions until a firm supply receipt status is obtained. Maintains job order control files and proper status accurately and without errors to ensure timely process. Properly sustain a multitude of bench and shop stock items in an organized manner due to the high demands of automotive, generators and material handling equipment. Ensures quick action and initiative by the continuous monitoring of the on-hand and due-in supplies to enable the Maintenance Support Branch to provide the necessary materials and supplies in a timely manner.
4. Identifies and adjusts improper supply actions such as erroneous requisitions and issues, delayed replenishment actions resulting in unfavorable zero balance of bench and shop stock items and other discrepancies. Reconciles requisitions against existing job orders. Ensures that all bench stock supply items are stocked and maintained at established stock levels that maintains an approximately 60-90 day supply level.

Performs others 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 Japanese driver's license. (AT limited Acceptable)

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

1. Must be physically fit to perform the duties of the position.
2. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
3. Must be able to complete and maintain certification of a Government Purchase Card (GPC).
4. Must be able to work overtime or temporarily adjust work schedule as needed.
5. Must be able to go on temporary duty (TDY) as needed.
6. 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.
- ☒ 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](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.**

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在日米陸軍 日本人事務所 雇用課 MLC(V)25-094

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