

<h1>横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2>		<b>広報番号：</b> Announcement No.	NEX-656-24
		<b>募集締切日：</b> Closing Date	<b>22 Aug 24</b> 1st Cut-off: 11 Jul 24 2nd Cut-off: 1 Aug 24
		<b>発行日：</b> Date of Issue	21 Jun 24
<b>1.職種名 Job title ( 等級 Grade <u>4</u> / 語学等級 LD <u>1</u> )</b>  <div style="text-align: center;"> <h3>Illustrator #159</h3> <p>(イラストレーター)</p> <p>Acceptable trainee level (採用可能見習い等級): N/A</p> </div> <div style="display: flex; justify-content: space-around;"> <span><input checked="" type="checkbox"/> 事務系 Administrative</span> <span><input type="checkbox"/> 技能系 Blue Collar Trade</span> <span><input type="checkbox"/> 保安系 Security</span> <span><input type="checkbox"/> 医療系 Medical</span> </div>		<b>募集人数</b> No. of Recruitment  1名	<b>4.募集範囲 Area of Consideration</b> I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant
<b>2.部隊 Activity</b> Navy Exchange Yokosuka, Sales Coordination Department  <b>勤務場所 Working Place:</b> 横須賀市泊町 Tomari-cho, Yokosuka		<b>5.雇用の種類 Type of Employment</b> <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA  <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( <u>  </u> ヵ月 Months ) <input type="checkbox"/> 時給制臨時 Hourly Pay Temporary	
<b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww )</b> 勤務日 Work Days: 5 days/week 勤務時間 Work Hours: 0730-1615 休憩 Recess Period: 45 min/day  <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
<b>6.職務内容 Duties</b> 1. Assists in the planning; composes and designs promotional flyers and handbills for specific merchandising events. Designs art work, uses art work submitted or selects illustrations which appropriately depict specific items and/or theme of flyers/handbills involved. Uses camera place processor to enlarge or reduce art work and/ or copy. As necessary, personally handsets type and/or does hand lettering when the cost of contractor type-setting is not warranted. Oversees in-house printing and assures proper distribution. Is responsible for the design and preparation of local forms, decals, certificates indigenous to the local area, and publications. Maintains contact and works closely with Visual Merchandise Manager as well as the various department managers regarding requirements and completion of the graphic arts jobs and other special projects. Normally works from rough sketches of the proposed form, publication or other project and prepares appropriate design in accordance with established standards, appropriate manuals and sound graphic arts practices. Orders all supplies and services, as required, in connection with publication activities. Maintains running inventory of materials used and reorders as necessary. In this connection, maintains contact with vendors and contractors in order to ascertain information concerning availability and cost of required supplies and/or services. Provides appropriate information to employee responsible for preparing Purchase Order worksheets. Maintains files of all Navy Exchange publications, art work, paste-ups negatives, masters, plates and completed products as well as work orders, job orders and related material.  <b>特別な職務状況 Outstanding Working Condition, if any:</b> Works on weekends/ holidays and irregular schedule if needed.			
<b>7.資格要件/身体条件 Qualification/Physical Requirements</b> a. One year of clerical, technical, or administrative work experience in any field, OR completion of 4-year college/university in any field. b. Skill in operating automated systems and personal computer with Microsoft Excel, Word, etc. c. Knowledge of customer service concepts and practices. d. Knowledge of necessary mechanical skills such as sign machines, show card printing, graphics or illustration. e. Ability to lift up to 23kg intermittently to carry boxes of paper, rolls of paper, scratch cards and VM collateral. f. Ability to speak, read, and write English at elementary proficiency level (LD-1).  * A handicapped applicant may be accepted, depending on the degree and kind of disability.			
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴 Educational Background :</b> 7/8 欄参照 See blocks 7 & 8		<b>免許証/修了証 License/Certificate Required :</b> 7/8 欄参照 See blocks 7 & 8	

## 8.提出するもの Application and Associated Documents

**内部応募者（現 MLC/IHA 従業員）**の下記必要書類は PDF, Excel (9 項参照), Word 形式で（添付ファイル数は3つまで）Eメールでの提出（e-Application）となります。PDF, Excel, Word 形式以外のファイルは受け付けません。  
Current MLC/IHA employees must submit all required documents below in PDF, Excel (refer to item #9), Word Format (up to 3 attachments) by e-mail (e-Application). Files other than PDF, Excel, Word format are not acceptable.

**外部応募者（非従業員）**の下記必要書類はハードコピー（紙）での提出となります。Off base (external) applicants must submit all required documents below in hard copy.

**応募書類提出方法は下記9項をご確認ください。See item #9 below for How to Submit Application Documents.**

**下記に示される必要書類の全てが揃っていない場合、若しくは下記9項の応募方法の指示通りにご応募頂けない場合、選考対象となりませんのでご注意ください。When all of required documents indicated below or instructions on How to Submit Application Documents in item #9 below are not followed, your application will not be accepted or considered for this position.**

1.  **空席応募用紙** Application for Vacancy Announcement (HROY Form 1)
2.  **専門職務経歴書** Resume of Specialized Work Experience  
1 & 2 の記入は Complete in  日本語で Japanese  英語で English  どちらでも Either
3. **その他必要書類等** Other Required Documents（内部応募者は、下記にチェックマークで示される書類がある場合1つの添付ファイルにまとめてください。For current MLC/IHA employees, when any of the following documents are check marked, combine them to one file attachment)
  - 運転免許証の写し Copy of Driver's License
  - 修了証／証明書の写し Copy of Certificate
  - 英語の能力を証明するものの写し。Certificate of English Proficiency.
  - 日本国籍以外の方は、在留カード（両面）及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport.
  - DD-214 Copy (Member-4 copy) only for former U.S. military personnel.  
(Retired military personnel or reservist are subject to obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered).
4.  **(外部応募者のみ For external applicants only)** 84 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)。 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 84 yen stamp (MPS is unacceptable.)

\*資格要件審査に必要な応募書類ではありませんが、家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』を提出してください。（内部応募者は、上記3項のその他の必要書類とまとめて提出してください。）  
The "Questionnaire on Relatives" is not a form essential in screening applicant's qualification. However, if you have any family/relatives who work at U.S. Navy base/facility in Japan, please submit this form. (For current MLC/IHA employees, please submit with the "Other Required Documents" in item#3 above.)

上記書式は以下の URL よりダウンロードできます。The above forms can be downloaded from;

<https://cnrj.cnmc.navy.mil/Operations-and-Management/Human-Resources/MLC-IHA-HPT-Jobs/JN-Forms/>

## 9.応募書類提出方法 How to Submit Application Documents

**内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出方法・提出先が違います。上記必要提出物を以下の指示に従い、間違えの無いことを応募者ご本人の責任においてご確認のうえ提出して下さい。募集締切日必着。** How and where to submit job application documents is different for Current MLC/IHA (internal) Employees versus Off Base (external) Applicants. Submit required application documents by ensuring to follow the instructions provided below at the responsibility of the applicant. Applications must be received by the closing date of the Vacancy Announcement.

**1. 内部応募者（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to :**  
米海軍横須賀基地 OCHR 日本人雇用課 (HRO)の下記メールアドレス OCHR Human Resources Office (HRO)  
Yokosuka' e-mail address at :

**apply@us.navy.mil**

- \* 現従業員からのご応募は、この宛先（アドレス）へEメールにて提出されたもの（e-Application）のみ受付ます。
- \* この宛先は横須賀基地空席広報への応募専用です。ご質問等をお送りいただいても、返答致しかねますのでご了承ください。
- \* メールのサブジェクト（件名欄）には半角英数で空席広報番号を記載（必須）。件名欄に全角は一切使用しないで下さい。
- \* 指定応募書類の求職者署名欄には氏名（フルネーム）をタイプしてください。
- \* 応募に使用したアドレスは、選考結果通知に使用されます。ご応募の前に迷惑メール防止機能設定を解除するなどし、上記アドレスよりメールを受信できるようにしておいてください。
- \* E-Application の受領確認に関するご質問、及び IT, OA の技術的なご質問には返答致しません。
- \* **Current MLC/IHA (internal) employees, only those applications which are submitted to the above e-mail address (e-Application) will be accepted.**
- \* The above e-mail address is only for submission of e-Applications for Yokosuka Base Vacancy Announcements. No response will be provided to inquiries made via this email address.
- \* Enter vacancy announcement (VA) number in the “subject line” (title) of the e-mail submission.
- \* For the “Applicant’s signature” block in the application form(s), type your full name.
- \* Selection/non-selection notice will be sent to the sender’s email address. Please make sure your spam filter settings allow emails from the above address to receive the notice.
- \* No response will be provided to inquiries regarding receipt of your application or IT, OA technical questions.
- \* 以下の指示通りにご応募頂けない場合、応募書類は選考対象となりませんのでご注意ください。
  - ❖ 添付ファイルは、一空席広報への応募募集につきひとつのメールにまとめて送付。
  - ❖ ひとつのメールで複数の空席広報に応募された場合、そのメールに示された全ての応募が無効となります。
  - ❖ 募集締切日（深夜2400時）必着。
  - ❖ ファイル形式：PDF, Excel (Microsoft Excel で作成した拡張子 “.xlsx” の Excel ファイルのみ有効) , Word ファイルのみ有効。
  - ❖ 添付ファイル数は3ファイルまで、計5メガバイト以内。3つを超える添付ファイル、若しく合計サイズが5メガバイトを超える場合、その応募は無効となります。
  - ❖ ファイルは Zip File 等に圧縮せずに送信。URL 参照とするなど、ウェブサイトから情報をダウンロードする形式での応募は無効となります。
  - ❖ 添付ファイルは「判読可能」な解像度でご提出ください。解像度が低く、拡大しても書類の内容が確認出来ない場合は無効となります。
  - ❖ 同一募集に対し「複数回応募」された場合は、締切内に届いた中で一番最後のメールを有効受付とします。
  - ❖ 提出書類の差し替え、追加をご希望の際は、全ての書類を再送信してください。
- \* **When the following instructions are not followed, your e-Application will not be accepted nor considered for this position:**
  - ❖ Only one e-Application per VA containing all file attachments will be accepted.
  - ❖ Submission of one e-mail for multiple VAs will be considered as invalid application for all the VAs applied by the e-mail.

- ❖ The e-Application must reach the above e-mail address by 2400 (midnight) of the VA closing date.
- ❖ Only PDF, Excel (only those Excel files created by Microsoft Excel with extension, “.xlsx” are acceptable), Word files are accepted.
- ❖ Acceptable file attachments, up to 3 files and not to exceed 5 MB in total. E-Application containing more than 3 file attachments or more than 5 MB in total will not be accepted.
- ❖ Do not zip (compress) the files. Application referring to URL or requiring information to be downloaded from web site(s) is not accepted and will be considered as invalid application.
- ❖ Ensure that e-Application files are in the resolution so they are readable. Unreadable attachments are considered as invalid documents.
- ❖ Multiple submission for one VA, only the most recent submission before the closing date will be accepted.
- ❖ If you wish to replace or submit additional document(s), resubmit your e-Application with all file attachments in one e-mail.

**2. 外部応募者（非従業員）提出先**  
**郵送、もしくは事務所窓口へ提出。**

**Off Base Applicants must submit to:**  
**By mail or at the LMO/IAA office counter.**

〒238-0011  
 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階  
 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)  
 管理第一係  
 電話番号 Phone 046-828-6959

〒238-0011  
 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka  
 Yokosuka Branch of LMO/IAA  
 Management Section 1

受付時間：月曜—金曜、0830-1700 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。  
 受付時間は変更になる事もありますので事前にご確認下さい。

Operating Hours: Mon-Fri, 0830-1700 (Closed on Japanese Holidays). Contact LMO/IAA for questions on conditions of employment. Contact in advance as the operating hours may change.

**10. 事務処理欄 For Official Use**

募集部隊担当 Activity POC : NEX Personnel

軍電 (DSN) 243-5149

PD No.: NEX-SCD-005

PD is accurate and current. Certified by Activity: tz

HRO: (rcvd:6/20)kh6/20

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
 提出された応募書類はお返ししません Submitted applications will not be returned.

**PRIVACY ACT STATEMENT 個人情報保護について**

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記：記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE : Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。