

# United States Army Japan Merit Promotion and Placement Vacancy

空席広報番号/Announcement No. MLC(III)24-112	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 checked="" type="checkbox"/> 全て/All <input 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>Administrative Specialist, #9, BWT 1-4</b>		基本給/ Basic Wage BWT 1-4 : ¥208,000 ~
施設名/Location 経ヶ岬通信所(京都) / Kyogamisaki CS	部隊名/Organization 14 <sup>th</sup> Missile Defense Battery	
勤務時間/Work Schedule 週 40 時間制/Hours Per Week <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 checked="" type="checkbox"/> 土/Sa <input checked="" type="checkbox"/> 日/Su <input checked="" type="checkbox"/> 変則勤務/Irregular Shift Work <b>8hrs/day between 0500-2200</b>		
募集期間/Opening Period 3 Apr 24 – Open Until Filled (1 <sup>st</sup> Cut-off: 17 Apr 24, 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. 移転費用は支給されません。Transfer expenses is NOT authorized.		
各種待遇等/Benefits & Allowances. 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 6,500 円, 子 10,000 円(Spouse6,500yen, Child 10,000yen/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. Controls pedestrian and vehicular traffic entering and leaving Kyogamisaki Communications Site (KCS) including the inspection of identification of personnel through KCS security procedures. Ensures that only authorized personnel and vehicles are permitted to enter; checks documents such as personal badges, passes, and property authorizations, denies entry or exit if necessary to anyone not authorized by the KCS Security manager. Issues visitor permits after obtaining clearance from organization involved. Provides assistance and direction to visitors in order that they may reach their destinations. Opens, closes, and locks the main gate with the help of the KCS security team. Contacts the Security Officer or security team to help screen and inspect vehicles. Reports suspicious incidents or persons outside KCS to security contractors or Security Officer. Monitors security cameras for suspicious activity and reports to security contractors or Security Officer. Keeps a log of suspicious activities and patterns.
2. Answers telephone calls at the front desk from civilian guards and military personnel to relay messages to the concerned personnel.
3. Maintains the site visitor log and issue badges according to the SOP's directed by the Security Officer. Records a daily desk journal noting protests, incidents, and any other security concerns. Daily submits logs and journals to the Security Officer. Helps to track and record dates and times visitors and deliveries will be coming to KCS.
4. Takes appropriate mandatory trainings.
5. Performs other duties as assigned in support of the security mission at KCS.

### **最低必要応募資格基準 / Minimum Qualification Standards (MQS) Requirement:**

**BWT 1-4**

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.**

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

1. Must be able to work overtime or temporarily adjust work schedule as needed.
2. Must be able to go on temporary duty (TDY) as needed.
3. Applicants are subject to favorable completion of background checks for U.S. and Japan databases and will be required to maintain periodic favorable background checks. Applicants may be required to present a police clearance as necessary.
4. 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 1-4:

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).
  - <必要資格の追加があれば個別に入力>

### 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(III)24-112

**Address:** Bldg 101 W137, Camp Zama, Zama-shi, Kanagawa-ken, 252-0000  
JESO, G1, USARJ MLC(III)24-112