

8.提出するもの Application and Associated Documents	職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 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』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 82 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 82 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p>	

9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 **Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.**

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 **When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.**

1. 内部応募者（現 MLC/IHA 従業員）提出先（米海軍横須賀基地日本人雇用課（HRO））：

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001

〒238-0001

神奈川県横須賀市泊町 1 番地

1 Banchi Tomari-cho, Yokosuka

PSC 473 BOX 22 CNRJ HRO N132

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内線/Extension 243-8152

米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者（非従業員）提出先：

〒238-0011

Off Base Applicants must submit to:

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

Yokosuka Branch of LMO/IAA

管理第一係

Management #1 Section

電話番号 Phone 046-828-6959

受付時間：月曜—金曜、0830-1730 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。

Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC : SRFJPMC Manpower Division (Code 1160)

軍電 (DSN) 243-5245

PD No.: SRFJPMC-1152-003-LT
or SRFJPMC-1152-002-LT

PD is accurate and current. Certified by Activity: **pm**

HRO: (rcvd: 1/29) as 1/29
ms 1/29

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。

Format Rev: 5-30-14

Task List for Training Technician, #393-6

The purpose of this position is to plan, create, and conduct classroom instruction of English as a second or foreign language at the U. S. Naval Ship Repair Facility Japan Regional Maintenance Center (NSRF - JRMC) using the American Language Course (ALC) and other publisher or instructor created materials for local national employees in both general and technical English language directly related to their employment, evaluate student performance and advise the supervisor of the results. The incumbent may also teach Japanese to non-Japanese speaking employees at elementary to intermediate level as required.

The success and quality of class instruction impacts the overall success and effectiveness of English in the workplace. New workers and apprentices, as well as current employees at SRF-JRMC, should have a minimum of functional/survival fluency to interface with English speakers in their work environment. As they progress in their careers, the demand for an increased level of fluency grows. Continual professional development in English will help them perform their duties more effectively. This training is an integral part of the SRF-JRMC Trade Development Program.

A. Plans for Classroom Instruction

1. Prepares daily lesson plans using programs of instruction and instructor texts/guide which prescribe course and unit objectives.
2. Incorporates diversified instruction through specialized training aids and materials such as: electronic media, computer based software and programs, Internet resources, films, advanced writing and reading skills development, analytical grammatical speaking skills, including language laboratory exercises and materials.
3. Identifies daily classroom activities consistent with the objectives of the program of instructions to be taught.
4. Develops quizzes and ad-hoc tests as needed.

B. Conducts Classroom and Language Lab Instruction

Introduction: The majority of training materials used is derived from the Defense Language Institute, English Language Center (DLIELC), various English Language Publishers, and Instructor created materials. Teachers conduct classroom instruction using the ALC and other text materials, demonstrating linguistic expertise, knowledge of content and organization of training materials prepared, and skill in identifying and resolving informational language and cultural issued and problems which arise.

1. Controls the decorum of classroom, acting upon routine instances of distraction or disturbance, referring repetitive disciplinary situation to the supervisor.
2. Motivates students to maintain interest and obtain participation.
3. Emphasizes clarity and continuity in classroom instruction.
4. Conducts classes to instruct JN personnel in the use of English, beginning to advanced levels, to prepare them to meet one or more of the objectives of the NSRF English Language Training
5. Follows daily lesson plans, deviating in order to ensure coverage of objectives. For instance, many devise several sample sentences, show or draw pictures, or utilize readily available objects to help student understanding.
6. Creates instructional materials for English for Special Purposes classes (exercises and dialogs, both written and taped), in order to maintain student interest and meet specific lesson objectives.

7. Teaches sound/symbol relationships; suprasegmental concepts and development; analytical skills for grammar/reading/writing skills development; concise, accurate, and factual information on American customs, values, and current events as these issues affect and are reflected in language.
8. Uses techniques appropriate to lesson objectives, students' proficiency levels, and learning styles.
9. Provides factual and technical information necessary to perform classroom activities.
10. Directs classroom and language laboratory activities (both audio/visual and Interactive Courseware) in terms of seating and equipment operation as well as manner of participation.
11. Assigns and corrects daily homework, develops and gives informal quizzes covering previous units to form a basis for evaluating individual student progress.
12. Programs listed below:
 - a. Provides newly hired employees with a basic working knowledge of English to enable them to use technical manuals, job orders, and other materials written in English, and more importantly, to understand and follow orders and directions given in English.
 - b. Improves the aural and oral proficiency of employees whose positions make it likely that they will be sent to CONUS technical and professional training course.
 - c. Develops linguistic skills that are transferable to workplace situations.
 - d. Develops skills in cross-cultural communications for the JN managers to enhance their skills.
 - e. Upgrades the English language proficiency of SRF-JRMC employees whose proficiency is below the level required by their positions to prepare them to assume positions in which great English proficiency is required.

C. Evaluates Students Academic Progress

1. Observes and evaluates student's classroom activities and participation.
2. Reports student absences and instances of tardiness.
3. Assigns ratings based on the student's work, classroom responses,
4. Evaluates student's listening comprehension and speaking ability.
5. Administers prescribed formal tests as scheduled and develops ad-hoc quizzes as needed.
6. Evaluates each student's progress, individual assignments, and classroom participation and performance.
7. Enters test scores, ratings, and performance information on student performance record.
8. Advises the supervisor when a student fails to maintain normal progress.
9. Counsels students in the areas of performance, deportment, attitude, or participation.
10. Conducts extra-help instruction in specific problem areas evidenced by the students.
11. Recommends to the supervisor remediation strategy for specific students, based upon classroom performance, current test results and prescribed student performance standards.
12. Provides recommendations to supervisor.

D. Other

Performs other incidental or related duties as required.

Task List for Training Instructor (English), #445-5

Teaches English to SRF-JRMC JN employees: Provides newly hired employees with the basic working knowledge to enable them to use English language technical manuals and to understand orders and directions given in English, and provides lessons to improve SRF-JRMC employees' English proficiency. Prepares daily lesson plans, evaluates academic progress, collects and keeps record/necessary data for student progress reports, establishes or renews a curriculum guide, suggests text books, develops audiovisual materials and interactive courseware, etc. Acts as an interpreter-translator for staff when necessary. Performs other related or incidental duties as assigned.