

**PERSONNEL WORK ORDER**  
**労務要求書**

1. DATE OF REQUEST  
要求年月日

2. REQUEST NO.  
要求番号

MLC 基本労務契約  MC 船員契約  IHA 諸機関労務協約

3. TO: (NAME OF RDB/RDO)  
宛：地方防衛局 / 地方防衛事務所

4. FROM: (NAME OF USING ORGANIZATION AND SUPERVISOR, AND LOCATION)  
発：部隊及び監督者名、並びに勤務場所

5. JOB TITLE, JOB NO., BWT, GRADE, AND LPL  
職種名、職番、基本給表、等級及び語学能力級

6. REFER APPLICANTS TO (NAME OF USFJ PERSONNEL OFFICE)  
応募者の差し向け先人事部

7. NO. REQUIRED  
要求人員数

8. AGE LIMIT  
年齢制限

9. TYPE OF EMPLOYMENT  
雇用種類

10. WORK SCHEDULE 勤務スケジュール

11. AVERAGE OVERTIME HOURS PER MONTH  
月平均時間外勤務時間数

12. JOB DESCRIPTION 職務内容

13. QUALIFICATION / LICENSING REQUIREMENTS 資格 / 免許要件

14. GENERAL COMMENTS 備考

15. ACCOUNTING DATA AND FS-UU-CE CODES (FUNDS ARE AVAILABLE) 経理事項及び FS-UU-CE (支出予算計上済み)

FOR IHA, INITIALS OF OIC OR AUTHORIZED REPRESENTATIVE (IHAは責任将校或いは代理のイニシャル)

16. REQUESTED BY (NAME, TITLE & PHONE)  
申請者 (氏名、職位及び電話番号)

16a. SIGNATURE 署名

16b. DATE 日付

17. APPROVED BY (NAME, TITLE & PHONE)  
承認者 (氏名、職位及び電話番号)

17a. SIGNATURE 署名

17b. DATE 日付

18. CLEARANCES 人事担当者

INITIALS

DATE

INDORSEMENT BY COR (FOR MLC) 契約担当官代理者 OR IHAR (FOR IHA) IHA 管理官代理者

ABOVE REQUEST IS VERIFIED BY: 上記の要求は審査済みである

19. COR/IHAR COR又はIHAR氏名

19a. SIGNATURE 署名

19b. DATE 日付

# INSTRUCTIONS FOR PREPARATION OF PERSONNEL WORK ORDER

1. Reference: Chapter 1, MLC; Chapter II, MC; and Supplement #14, IHA

## 2. General

a. The request will be prepared by the requiring organization and forwarded to the appropriate Contracting Officer's Representative (COR) (for MLC/MC) or IHA Administrator's Representative (IHAR) (for IHA). The number of copies of the form to be prepared and distributed will be determined at the local level. The COR/IHAR will sign all copies, retain one copy, and forward the original and any additional copies, if required, to the appropriate RDB/RDO. One or more personnel to be employed for the same job title may be requisitioned on a single request form, provided all other factors are the same.

b. In the event that there is insufficient space in any of the numbered blocks of the form, additional information may be entered on separate sheets with reference to the appropriate block numbers.

## 3. Entries in numbered blocks (self-explanatory blocks omitted):

a. Block 2: Enter organization request number, e.g., USAPAJ-1, CZOOM-1, etc..

b. Block 5: If the position is a supervisory position, indicate as such; e.g., Supervisory Clerk, Job No. 42, BWT #1, Grade 4, LPL 2.

c. Block 6: Enter servicing USFJ personnel office name, location.

d. Block 9: Enter "Daily", "Limited Term", "Seasonal", "Trial Period", "Permanent", or "Hourly Pay Temporary", as applicable.

e. Block 10: Enter days to be worked, hours per day (showing rest or sleeping hours), and normal non-work days and rest days. For example: 0800 to 1700 hours, Monday through Friday, recess (lunch) period 1200 to 1300 hours, Saturday is non-work day and Sunday is rest day. For daily employees, specify time and date(s) required.

f. Block 12: Enter supervision received and other job controls as well as a concise description of the major duties and responsibilities of the job.

g. Block 13: Enter the qualification factors pertinent to the job, such as knowledge, skills, abilities, and language proficiency level actually used for the job, including the minimum education and experience required.

h. Block 14: Enter any comments considered pertinent to this personnel work order. For example, if this is a replacement of an employee who vacated the position, or in case of a name request for personnel, enter statement "This is a name request for personnel" and specify the name(s) and contact information (i.e., phone number, address, etc.) to be referred for interview of external non-USFJ applicant(s), together with other qualified personnel.

i. Block 15: Enter the accounting data to which the costs of personnel requested are chargeable and for which the available balances are sufficient to cover the costs thereof, if appropriate. For IHA, the Officer in Charge of the USFJ Article XV organization or his/her authorized representative will initial to certify that funds are available.

j. Block 17: For use by Personnel Office for internal check.