

REQUEST FOR PERSONNEL (IHA) 人員要求書		1. DATE OF REQUEST 要求日付	2. REQUEST NO. 要求番号
3. THRU: (USFJ PERSONNEL OFFICE) 経由 (在日米軍人事務所)		4. FROM: (NAME & ADDRESS OF USFJ ARTICLE XV ORGANIZATION) 発 (諸機関名称及び所在)	
5. TO: (NAME & ADDRESS OF RDB/RDO) 宛 (地方防衛局/地方防衛事務所) <i>Refer applicants to the USFJ Personnel Office</i> 応募者は在日米軍人事務所へ差し向けの事		6. JOB TITLE & GRADE 職種及び等級	
		9. SEX 性別	10. TYPE OF EMPLOYMENT 雇用の種類
7. NUMBER REQUIRED 要求人員数	8. AGE LIMIT 年齢制限	11. WORK SCHEDULE 勤務時間制	
12. ACCOUNTING DATA 経理事項 FUNDS ARE AVAILABLE 支出予算計上済み			
13. JOB DESCRIPTION 職務内容			
14. QUALIFICATIONS 資格要件			
15. GENERAL COMMENTS 摘要			
16. REQUESTED BY (TYPED NAME, TITLE & PHONE NO.) 申請者 (タイプによる氏名、階級、電話番号)		SIGNATURE 署名	17. DATE 日付
18. APPROVED BY (TYPED NAME & TITLE OF OIC OR AUTH REP) 認証者 (タイプによる責任将校或いは代理の氏名、階級)		SIGNATURE 署名	19. DATE 日付
20. VERIFIED BY (TYPED NAME OF USFJ PERSONNEL OFFICER) USFJ人事担当官 (タイプによる氏名)		SIGNATURE 署名	21. DATE 日付

INSTRUCTIONS FOR PREPARATION OF REQUEST FOR PERSONNEL

1. Reference: Paragraph 10, Supplement #14.

2. General:

a. The request will be prepared by the requiring USFJ Article XV organization and forwarded to the appropriate USFJ Personnel Office in original and three signed copies. The USFJ Personnel Office will forward first copy 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 by referencing the appropriate block numbers.

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

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

b. Block 5: To be entered by the USFJ Personnel Office.

c. Block 9: Enter "F" for female, "M" for male, or "E" if either sex is acceptable.

d. Block 10: Enter "Daily", "Limited Term", "Seasonal", "Trial Period", "Permanent", or "Special Term", as applicable.

e. Block 11: Enter days to be worked, hours per day (showing rest or sleeping hours), and normal rest days. For example: 0800 to 1700 hours, Monday through Friday, lunch period 1200 to 1300 hours. For daily employees specify time and date(s) required.

f. Block 12: 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. The officer in charge of the USFJ Article XV organization or his/her authorized representative will initial block 12 to certify that funds are available.