

MLC/IHA Position Vacancy Announcement

Civilian Human Resources Office
Marine Corps Installations Pacific-MCB Camp Butler
U.S. Marine Corps

MLC/IHA 求人数募集

海兵隊 民間人人事部

How to Apply (応募方法)

- When submitting hard copy application (履歴書を投函する)

Hard copy application package(s) are accepted at drop box located at Camp Foster, Bldg#495.

直接履歴書を投函される方は、キャンプフォスターBuilding 495 に設置されている履歴書投函箱で受付しております。

- Email submissions (メールで履歴書を提出する場合)

Submit to mcipac_chro_jn_empl@usmc.mil に提出

- Email subject must contain job title and PWO#
メールの (Subject) 件名 には応募する職種名と PWO# を記載して下さい。
- Submission is limited to 3 PDF files including resume and attachments.
添付書類は PDF (3 個以内) で提出をお願いします。

- Application forms 履歴書用紙 :

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire Forms may be found at the link below. 求人案内、履歴書は下記リンク参照

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

- Note (注意事項)

- Application with required documents must be submitted to LN Employment Unit, CHRO no-later-than 16:30 of the announcement closing date for either hard copy or email. Incomplete applications and application packages missing required document will not be processed.
応募を希望する従業員は締切日の 16:30 までに人事部 MLC/IHA 雇用係 (メールによる応募も同様) に提出して下さい。不備のある書類は受け付けられません
- Applications are subject to screening prior to referrals and only individuals selected for interview will be contacted. Your application package will not be returned once submitted.
書類選考の上、被面接者のみにご連絡致します。提出された応募書類の返却はいたしません。
- For more information: LN Employment Unit, phone: 645-3370/098-970-3370 or email to: mcipac_chro_jn_empl@usmc.mil
お問合せは MLC/IHA 雇用係 (645-3370/098-970-3370) 又はメール mcipac_chro_jn_empl@usmc.mil までご連絡下さい。

Announcement No. 42-24		12 Mar 24	
PWO #: 048	Position title: Storekeeping Clerk, #0210, BWT-1, Grade-4, LPL-2		
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster	
Organization: MCB, Camp S. D. Butler, G-4 Division, Motor Transport Branch			
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 21 Mar 2024	
Summary of duties: Performs clerical and manual work in supply warehouse/storage area. Physically receives items from vendors, local delivery companies and internal delivery section, verifying them against a requisition form and shipping mat to ensure service request and/or document numbers, nomenclature, quantity, unit of issue, and the condition of all parts and supplies received are accurate. Maintains files on all repair parts and supplies received and inputs quantities into Fleet Anywhere (FA). Returns wrong or unserviceable repair parts to vendors or Defense Logistics Agency (DLA) Disposition if returning to vendor is not possible. Maintains and conducts inventories of Demand Supported items (DSI), Non-tactical Vehicle (NTV) layettes and the supply warehouse. Requests for quotes and prepares purchase request forms, i.e., GCPC Checklist, DD form 1149 and SERVMART request forms. Inputs required parts information data such as order status, receipt dates, etc., into FA system for Approving Officials to authenticate requested orders and official process. As a designated GCPC holder, performs work involved in purchasing, receiving, and supplying automotive parts, materials, Hazmat and auxiliary equipment from various mandatory sources of supply to include General Service Administration (GSA), DLA and USMC SERVMART and commercial vendors. Inputs data into Fleet Anywhere to include parts receipt dates. Establishes commercial GSA list and orders GSA items. Establishes and maintains NTV layettes to store repair parts prior to issue. Conducts daily reconciliation of on hand repair parts against the Daily Process Report (DPR), the requisition form and the status log. Updates the DPR by entering receipt dates for parts. Reconciles with the Maintenance, Shop, Supply Chiefs and Foremen on a weekly basis. Issues repair parts, materials and supplies to Foreman and when the layette has all requested parts requisitioned. Records files and distributes order documents to all personnel involved in the requisition of required parts and supplies. Controls and manages excess parts awaiting maintenance and supply actions etc.			
Qualification Requirements 資格条件 <ol style="list-style-type: none"> 1. Must have a Driver License. 2. Must be able to speak, read, and write English (LPL-2 or above). 3. Ability to communicate with customers and coworkers. 4. Ability to operate computer software to efficiently use of standard Microsoft programs and application. 			
Work Schedule: Shift Schedule: 0730 – 1630, Mon – Fri, 40 hours a week			
Required documents/ 提出書類 : <ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire: 履歴書&質問票 2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー <p>注 : 以上の資格証のみを提出してください</p>			

LANGUAGE PROFICIENCY LEVEL (LPL)

語学能力級

職務で必用とされる LPL レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

2016 年 2 月 8 日以前より継続雇用されている MLC/IHA 従業員で、2016 年 2 月 8 日以前に発行された EPT (English Proficiency Tests) 試験結果をお持ちの方は、その試験結果の語学級レベルが現 LPL レベルとして考慮されます。

For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess EPT test (English Proficiency Tests) result dated prior to 8 February 2016, the attained level will be “grandfathered” and honored as the employee’s current LPL.