

# 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](mailto: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](mailto: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](mailto:mcipac_chro_jn_empl@usmc.mil) までご連絡下さい。

Announcement No. <b>43-24</b>		<b>12 Mar 24</b>	
PWO #: 051	<b>Position title: Purchasing Agent, #0413, BWT-1, Grade-4, LPL-2</b>		
<b>MLC F/T Limited Term</b> (NTE:3/31/2025)	Number of position(s): 1	Location: Camp Foster	
Organization: MCB, Camp S. D. Butler, MCCS Division, Logistics Branch, Supply Inventory Management Unit			
Area of consideration 募集範囲: <b>Okinawa Wide (MLC/IHAS employed in Okinawa)</b> 沖縄県内にて雇用されている全 <b>MLC/IHA</b> 従業員		Closing date: (提出期限) 21 Mar 2024	
<b>Summary of duties:</b> This position is to manage all Appropriate Fund (APF) supply items that are purchased/requisitioned from the General Services Administration (GSA), DSSC, Navy Printing, Regional Contracting Office, and internet sources utilizing either PR Builder and or the APF GCPC credit card. This position is also responsible for the procurement and monitoring of items, such as athletic equipment: books, tapes, magazines, computers, furniture, aquatics equipment, MWR War Reserve Stock, Automotive parts, maintenance equipment, etc., with an average inventory value in excess of \$2,000,000. Reviews and analyzes all requisition requests submitted by the various program managers. Ensures that requisitions contain correct specifications, stock numbers, part numbers, unit cost, units of measure, and other technical descriptive information as appropriate. Uses catalogs, specification sheets, cut-outs, internet, etc., to validate information submitted. Ensures that proper approval of request submission is resident prior to initiating procurement action. Initiates the purchase of supply items through the Regional Contracting Office utilizing PR Builder. Assigns appropriate priority designator code depending on the urgency of need. Establishes required delivery dates in order to meet customer delivery time frames. Submits order directly to Navy Printing in appropriate cases. May be required to submit requisitions directly to GSA depending on item purchases and urgency of need. Communicates directly with GSA buyers, Regional Contracting personnel and the Navy Printing Office when conducting follow-up action to determine the current status of the order, discuss problematic conditions, e.g., discrepancies, price variance, unacceptable delivery time frames etc. Initiates Discrepancy in Shipments/Report of Item Discrepancies documentation on item lost in shipment, items that are received broken/damaged and or on items that were not ordered, and perpetuates this documentation to the appropriate unit, e.g., RCO, DSSC, etc., for corrective action. Reconciles all requisitions with the unit Fund Administrator so as to ensure all orders are reflected in the Standard Accounting, Budgeting and Reporting System (SABRS) etc.			
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"> <li>1. Bachelor's degree or 3 years of working experience in administrative work or one year working experience related to supply or purchasing.</li> <li>2. Must be able to speak, read and write English in professional manner to communicate with American staff, supervisors, and customers (LPL-2 or above).</li> <li>3. Be fluent in Japanese, read and write.</li> <li>4. Must be proficient with Microsoft Office software and applications such as Outlook, Excel and Word.</li> <li>5. Working knowledge in the use of office automation equipment (Fax, Copier scanner, etc.)</li> <li>6. Ability to review, update and file procurement and supply records.</li> <li>7. Must have excellent customer service skills and the ability to answer the phone and take message.</li> <li>8. Must have valid driver's license (Futsu) and able to obtain Government Owned Vehicle (GOV) license.</li> </ol>			
Work Schedule: Shift Schedule: 0730 – 1630, Mon – Fri, 40 hours a week			
<b>Required documents/ 提出書類 :</b> <ol style="list-style-type: none"> <li>1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) &amp; Questionnaire: 履歴書&amp;質問票</li> <li>2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー</li> </ol> <b>注 : 以上の資格証のみを提出してください</b>			

# 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.