

# MLC/IHA Position Vacancy Announcement



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

## MLC/IHA 求人募集

海兵隊 民間人人事部

Vacancy Announcement/求人広告

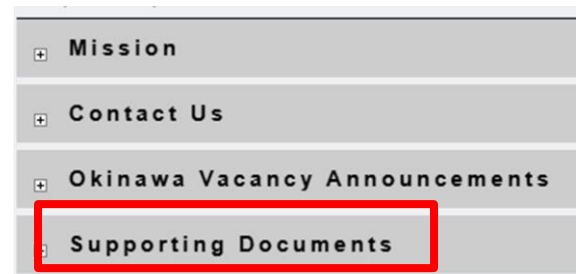
### Application forms 履歴書用紙 :

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire

**NEW URL :** <https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/#In-staffing>

Forms may be found at the link or QR code above. If you are unable to open the file, please save it to your desktop.

上記リンクまたは QR コードからダウンロードできます  
ファイルを直接開けない場合は、デスクトップに保存してから開いて下さい..



↑ Application Form 履歴書はこちら

### How to apply 提出方法

#### ① Hard copy submission (履歴書投函)

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。

#### ② Email submissions (メール提出)

Submit to [mcipac\\_chro\\_jn\\_empl@usmc.mil](mailto:mcipac_chro_jn_empl@usmc.mil)

上記メールアドレスに提出

- 1) 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。
- 2) 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。

**Due to network instability, we recommend to submit hard copy.**

**ネットワークが不安定な為、ハードコピーでの提出をお勧めしております。**

#### 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 雇用係に（メールによる応募も同様）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。

## 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.

Date: 12 Dec 25

<b>Announcement No. 172-25</b>		
PWO #: 270	Position title: <b>Purchasing Agent, #413, BWT-1, Grade-4, LPL-2</b>	
<b>MLC F/T Permanent</b>	Number of position(s): 1	Location: MCAS Futenma
Organization: Aviation Supply/Fiscal Department, MCAS Futenma		
Area of consideration 募集範囲: <b>Okinawa Wide</b> <b>(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)  <b>22 Dec 25</b>
<b>Summary of duties:</b> Examines and verifies Government-wide Commercial Purchase Card (GCPC) purchase requests, *contracts, One Touch System, and G-invoicing. Reviews GCPC orders and policies to ensure items/services are not available from mandatory sources and that item are legal to purchase. Solicits information regarding the price, delivery, and support from vendors or other supply services. Creates requisition source data, using database or spreadsheet software and inputs documents in Defense Agencies Initiative (DAI) for approval. Maintains up-to-date certificate for GCPC and attends required refresher trainings. Coordinates with Regional Contracting Office for GCPC and contracting purchases. Reviews, processes, and orders supplies and services from different types of purchase to include but not limited to Servmart, GSA, and Fedmall. Will route purchase through authorized personnel and ensures that follow-ups are conducted. Reviews, processes, and orders supplies and services from Global Combat Support System (GCSS) and reviewing the Due and Status file. Submits follow-ups and reconciliation with sections. Coordinates with the sections and Ration Platoon to manage the Meal-ready to eat program. Files documentation from purchases per MCO 4400.201. Ensures records are maintained for each purchase. Ensures that files are maintained for a minimum of ten years and within compliance of the records management instructions. Reviews and processes materials that are received in the warehouse by verifying that items belong to MCAS Futenma. Verifies items and quantities match the manifest. Submits Supply Discrepancy Reports (SDR) or Product Quality Deficiency Reports (PQDR) when applicable etc.		
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"><li>1. Must have work experience using Outlook, Word, Excel, and Access.</li><li>2. Must have computer literate, especially internet usage.</li><li>3. Must be fluent in both Japanese and English (LPL-2 or higher).</li><li>4. Must be able to learn new functions and attend training.</li><li>5. Knowledge of GCPSC and Purchase Request Builder preferred but not required.</li></ol>		
<b>Work Schedule :</b> 0730-1630, Mon-Fri, one hour recess, 40 hours a week		
<b>Required documents/ 提出書類 :</b> <ol style="list-style-type: none"><li>1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) &amp; Questionnaire: 履歴書&amp;質問票</li><li>2. Copy of English Proficiency Test: 英語能力を証明する書類のコピー</li><li>3. Copies of the required certificates/licenses. 必要とされる資格等のコピー</li></ol> <b>注 : 以上の書類のみを提出してください</b>		