

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

履歴書 : MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire

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/>

提出先 : mcipac_chro_jn_empl@usmc.mil

- 履歴書 (MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14)& Questionnaire) に添付する資格書類は、求人募集にて要求されているもののみ提出下さい。(求人募集に明記してあります)。
- 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。
- 応募を希望する従業員は締切日の 16 : 30 までに人事部日本人雇用係 (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。
- 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。
- お問い合わせは日本人雇用係 (645-3370/098-970-3370) 又はメール mcipac_chro_jn_empl@usmc.mil でご連絡下さい。

メール提出についての注意点 Important Notice with Email submission

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

Application forms: **MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire**

MLC/IHA Announcements, application form are available at below link

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

Submit to: **mcipac_chro_jn_empl@usmc.mil**

- Submit ONLY applicable documents listed in the announcement along with your application.
- Submit your application package (hard copy) in drop box located at Camp Foster, Bldg #495.
- Application with required documents must be submitted to JN 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.
- 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.
- For more information: JN Employment Unit, phone: 645-3370/098-970-3370 or email: mcipac_chro_jn_empl@usmc.mil

Date: 22 Sep 23

Announcement No. 127-23		
PWO #: 175	Position title: Supply Technician, #614, BWT-1, Grade-4, LPL-2	
MLC F/T Permanent	Number of position(s): 1	Location: MCAS Futenma
Organization: G-F Div, FMB, Operations Sec.		
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) 29 Sep 23
Summary of duties: Processes requisitions for materials and equipment from local vendors for work orders, service tickets, and stock items that are not carried at DSSC; prepares requests for quotations (RFQs); selects local vendors and sends RFQ's; checks for local stock number (LSN); determines a vendor to place an order if more than one quotations are received; prepares and submits PO's to DSSC; makes Government Commercial Purchase Card (GCPC) purchases for materials that are required urgent; verifies part number, quantity, and conditions of receipt items; contacts vendors to resolve discrepancies and maintains purchase records. Maintains stock level of Standard Operating Supply (SOS) items by performing the following duties: checks the automated database system (Maximo) which lists the items that reached the system predetermined reorder level; places requisitioning orders to DSSC; picks up or arranges for the pickup of material from issue points; verifies part number, quantity, and conditions of the receipt items; contracts vendors to resolve discrepancies; stores the receipt items; and updates the database of the material issued and replenished. Places orders to CONUS vendors through Maximo. Checks PEB, Central Supply, and DSSC for availability of the items. Conducts inventory of the SOS items. Counts the number of items on the shelves; compares the counted number against the inventory control data counts and adjusts the shelf counts to match the inventory control data count.		
Qualification Requirements 資格条件		
<ol style="list-style-type: none">1. Knowledge of contract administration is preferred.2. Knowledge of Naval Procurement/Supply/Financial Systems and Government Commercial Procurement Card (GCPC) is preferred.3. Ability to speak, read, and write English at average proficiency level (LPL-2 or above).4. Proficiency in basic office software such as Microsoft Word, Excel, and Power Point.		
Work Schedule : Mon-Fri 07:30-16:30		
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		
注 : 以上の資格証のみを提出してください		

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.