

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

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. **15-24R**

Date: 27 Mar 24

RE-ANNOUNCEMENT**(Applicants who applied to Announcement #15-24 need not re apply)**

PWO #: 017

Position title: **Administrative Specialist, #9/#10, BWT-1, Grade-4/5, LPL 2/3****MLC F/T Permanent**

Number of position(s): 1

Location: Kadena AB

Organization: DLA Document Services Okinawa, Kadena Shop

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)

5 Apr 24

Summary of duties: Incumbent performs contractual administrative work of office lease copier program called Equipment Management Solution (EMS) as Customer Relations Specialist (CRS) with using local internal databases in MS Excel and Enterprise Business System (EBS); Both systems are consisting of two components, one portion is contracting related and the other is accounting related. He/she must maintain and update DLA Document Services Okinawa the local internal database on the Excel as miller to the EMS. Generate all necessary documents for contract actions; such as renewal, cancellation, relocation, addition, replacement, upgrade or downgrade of each copier and enter contract information in to the systems. At the same timely manner, the CRS will coordinate actions with EMS Processing Center (EPC) and collect the appropriate documentation including order form, questionnaire, funding document, and signed agreement (DD1144/FS7600) from the customer, then email the documentation to the appropriate EPC email group in the GAL: J67E EMS East Orders, J67E EMS West Orders, J67E EMS OCONUS Orders, by the 15th of each month. The actions are related to accounting portion, must make coordination with accounting personnel and make sure it will reflect to accounting portion. Assessment, review and analyze of customer lease copier requirements; recommend the most economical packages (cancel, upgrade, downgrade, addition) to suite their use at least twice a year, estimate yearly expense, introduce the most advanced technology of copier machines, and visit customer site for survey. Contact contracted commercial vendors and coordinate contract actions with them and be a liaison between them and the customers. Use EBS to research customer accounting information and balance to determine the requested contract actions can be done or not with remaining fund. Find out the most actuate and latest network regulation of each force in order to connect copiers to network and apply the regulation for Multi Function Devise (MFD). Select and recommend customer who requires MFD to meet their network requirement such as scan to file, scan to email, print via printer server, print direct, fax line connection with computer network and so on. Inform all discrepancies to supervisor and request advice. All contract actions must be within the scoop of DoD FAR regulation and statement of work of the contract. Being a US Government Credit Card Holder and support procurement up to \$25K threshold. Incumbent promotes a full range of printing services offered by DLA Document Services, including document automation and procurement. Furnishes expert advice and guidance to customers concerning methods of utilizing and expanding a wide variety of document automation services. Analyzes customer requirements to arrive at recommended courses of action to provide automation services to fulfill the customer's requirements. Serves as technical representative at meetings held to discuss available and planned document automation services. Participates in short and long-range marketing plans. Review and analyzes printing jobs to determine economical production, degree of quality required and conformance to existing regulations and standards. Provides assistance to customers in selecting printing methods and paper stock to be used. Plans (including jacket writing), schedules and prices all printing jobs. Works closely with Foreman to ensure that jobs are printed on schedule. Meets and deals with customers to assure the most economical and timely publishing and printing. Responds to customer inquiries regarding capabilities, costs, job status; follow-up with customer as needed, etc. Provides customer education, e.g., hands on assistance, awareness, as needed on specific document automation approaches and techniques. Sets up and operate professional desktop publishing system using various computer based programs and other available systems. Create and arrange layout, form, design and digital file accordingly customer's need. Use Document Service Online System (DSO) and Enterprise Business System Portal (EBS) to view customer orders, to makes sure orders are in progress, to add customer fund in to the system, to update order status, to estimate jobs, to charge customers at daily base. Communicate with DoD clients to obtain a clear understanding of their document automation requirements. Provide accurate, thorough product and service information to clients. Promotes the full range of services offered by DLA Document Services, including document automation and procurement. Provides consultation and assistance to clients during project development regarding the printing production process including how to coordinate and facilitate the project's requirements in a timely manner, formulating and preparing print requests, choosing appropriate paper and ink combinations, and the impact of choosing the appropriate paper quality for the finished print job. Recommends various printing systems including cost analysis and timeline

impacts for specified projects. Serves as customer advocate for DLA Document Services customers. As such, serves as the voice of the customers in recommending services, which customers want now or in the future. Solves customer problems, deals effectively with customers, demonstrates effective interpersonal skills in dealing with customers so as to result in satisfied loyal customers.

Qualification Requirements 資格条件

1. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-year college/university in a related field.
2. Must be able to fluently speak, read and write in both English and Japanese. Strongly prefer to have LPL-3 or above.
3. Skill in operating a personal computer, including productivity applications such as English version of Microsoft Outlook, Word and Excel.
4. Must have driver's license (AT is acceptable).

Remarks: Determination of level will be made by management at the time of selection.

Work Schedule: (Mon-Fri): 0730 - 1630

Required documents/提出書類 :

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 平均的な能力を要する	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.