

# 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

コロナ感染予防の為、海兵隊MLC/IHA 求人募集に応募される方は、履歴書をメールにて提出して頂く様ご協力をお願いいたします。

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。(Kadena CPO 及び Army JESO への投函は一時停止しております)。
- 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

- メールの 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) で提出お願いします。  
Submission is limited to 3 PDF file attachments.

**During the global coronavirus pandemic, we are encouraging applicants to submit application package(s) through email.** Hard copy application package(s) are only accepted at drop box located at Camp Foster, Bldg#495. KAB CPO and Army JESO drop boxes are closed until further notice.

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. (KAB CPO and Navy HRO drop boxes are closed until further notice)
- 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](mailto:mcipac_chro_jn_empl@usmc.mil)

<b>Announcement No. 229-22</b>			
PWO # 294	Position Title: <b>Administrative Specialist, #10, BWT-1, Grade-5, LPL-3</b>		
<b>MLC F/T Permanent</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>	
Organization: MCB, Camp S. D. Butler, Regional Contracting Office			
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 MLC/IHA 従業員		Closing date: (提出期限) <b>21 Nov 22</b>	
<b>Summary of duties:</b> Serves as the Hierarchy Level (HL) five Agency Program Coordinator (APC) for the GCPC program. Provides technical direction specific to the GCPC program, as well as general procurement guidance, to cardholders and billing officials on the use of public funds to purchase goods and services under the GCPC program. Processes applications/nominations for program participants, establishes new accounts, and generates letters of appointment and/or Contracting Officer warrants as applicable. Ensures that appointing documents have been properly prepared and certified by appropriate officials, and that all training requirements have been met, before establishing GCPC accounts. Maintains listings and metrics of all cardholders and billing officials under established jurisdiction. Conducts surveillance and auditing, both on-site and via electronic means, of each GCPC account at least annually, as well as random surveillance on a periodic basis, and regular monthly screenings, to ensure compliance with applicable laws, regulations, and current audit/inspection findings. Closely monitors the activity of newly appointed cardholders, ensuring that all purchases are compliant with established policy and procedures. Maintains files for monthly, semi-annual and random surveillance of cardholders and billing officials to ensure conformance with regulatory requirements and procurement practices and in support of higher headquarters reporting. If deficiencies or serious violations are noted during surveillance, coordinates with the Chief of Contracting and various command elements, such as Pacific Area Counsel Office, and the MCB Inspectors Office for corrective or disciplinary action. Monitors transactions and initiates temporary or permanent suspension of purchase card privileges for individuals who violate GCPC policy or procedures. Assists and provides guidance to AO's and CH's in processing disputes, fraudulent charges, credits, erroneous statements and other claims as related to transactions within the program. Conducts GCPC training to users on regulatory guidance and procedures, both in resident classes and remotely via telecommunication methods etc.			
<b>Qualification Requirements 資格条件</b> 1. Must have civilian driver's license and ability to get U.S. Government license. 2. Experience using the Microsoft Office products, Word, Excel, and PowerPoint. 3. Organization skills in both hard copy and electronic files for record keeping. 4. Confident to speak in front of up to 30 personnel in providing training. 5. Customer service skills answering phone inquiries in English (LPL-3 or above).			
<b>Work Schedule: (Mon-Fri): 07:30 – 16:30, Mon – Fri, 40 hours a week</b>			
<b>Required documents/提出書類 :</b> 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 3. Copy of High School/final academic Diploma: 高校卒業証明書または最終学歴の卒業証明のコピー <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.