

# 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](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>52-24</b>		
PWO #: 061	<b>Position title: Purchasing &amp; Contract Assistant/Specialist, #414/415, BWT-1, Grade-5/6, LPL-3</b>	
<b>MLC F/T Permanent</b>	Number of position(s): 1	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 <b>MLC/IHA</b> 従業員		Closing date: (提出期限) 5 Apr 2024
<b>Summary of duties:</b> Conducts Market Research using a variety of E-business tools and other means, to determine availability of goods and services in the commercial market place, promote and maximize competition, become familiar with and incorporate common commercial industry standards as applicable, evaluate pricing and other terms and conditions, determine level of small business interest and/or capabilities, and, if necessary, determine the feasibility of adapting commercial practices to fulfill the needs of the government. Understands and incorporates solutions using Federal Supply Schedules (FSS), Government Wide Acquisition Contracts (GWACs), local or other Indefinite Delivery Indefinite Quantity (IDIQ) contracts and Blanket Purchase Agreements (BPA) and other mandated or recommended strategic sourcing solutions. Performs detailed analysis of all responses to solicitations, including determination of price reasonableness, contractor responsibility determinations, adequacy of competition, and compliance with solicitation criteria. If required, facilitates clarifications of proposals/quotes. Evaluates contractor proposed prices, utilizing basic price analysis techniques by competitive price comparisons, research and review of available historical and current data, manufacturer catalogs, current labor rates, and standard industrial cost and pricing data. Completes contract award preparation, including required pre-award analysis and decision documentation, revisions of any specifications resulting from clarifications, discussions and/or negotiations, required and applicable clauses, and all terms and conditions incorporated through offer or proposals or quotes. Prepares all required documentation for Contract Review Board and Legal Counsel review to ensure compliance with applicable policies and regulations, and to determine legal sufficiency. Reviews Contractor Quality Control Plans and COR Quality Assurance Surveillance Plans to recommend approval by the Contracting Officer. Monitors contractor performance. Drafts COR appointment letter for Contracting Officer signature, conducts reviews of COR files to ensure surveillance of contractor performance is documented properly and in accordance with required quality assurance plans and coordinates for revocation and appointment upon turnover of CORs. Completes the necessary determinations and findings to exercise contract options. Makes recommendations regarding format action against the contractor, to protect the interests of the government. Prepares all documentation relative to close-out on completed contracts, ensures all contractual actions are satisfied. Conducts annual reviews of BPA's and other contract instruments to determine if the action still represents the best value to the Government, has current and relevant terms and conditions, and recommend any other adjustments in accordance with current market conditions. Incorporates familiarization with changes in procurement procedures etc.		
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"> <li>1. Must be able to effectively communicate verbally, read and write in English with LPL of 3 or higher.</li> <li>2. Must have knowledge in US Government procurement procedure or be able to comprehend and apply US Federal Acquisition Regulation and Policies.</li> <li>3. Must have one year minimum of purchasing or contracting experience.</li> <li>4. Must possess great analytical skills and high degree of attention to detail.</li> <li>5. Must be able to interact with challenging customers and able to provide and maintain excellent customer support despite in a high stress environment.</li> <li>6. Must have an experience in preparing, managing, and reviewing procurement documents and reports; be able to verify or understand abstract information contained in documents and reports; contact vendors to get status of orders and/or delivery; maintain procurement file per directive of supervisor.</li> <li>7. Must be proficient in Microsoft Office software application programs (Excel, Word and Outlook).</li> <li>8. Applicant should be detail oriented and be able to track multiple assignments under tight schedule deadlines.</li> <li>9. <b>Remarks: Determination of level will be made by management at the time of selection.</b></li> </ol>		
Work Schedule: (Mon-Fri) 0730 – 1630		
<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.