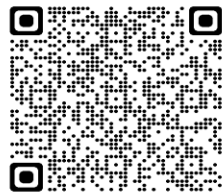


# MLC/IHA Position Vacancy Announcement



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)

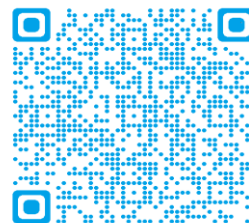
Submit to [mcipac\\_chro\\_jn\\_empl@usmc.mil](mailto:mcipac_chro_jn_empl@usmc.mil) に提出

- 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 or QR code. 求人案内、履歴書は下記リンクまたは QR コードからダウンロードできます

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



Application Form/履歴書

#### - 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. **70-24**

**15 May 24**

PWO #: 094

**Position title: Stock Control Clerk, #204, BWT-1, Grade-3, LPL-2**

**MLC F/T Permanent**

Number of position(s): 1

Location: **Camp Foster**

Organization: MCB, Camp S. D. Butler, Communication Strategy & Operations (COMMSTRAT)

Area of consideration 募集範囲:

**Okina 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)

24 May 2024

**Summary of duties:**

Performs responsible clerical work involved in the documentary control of receipts, issues, redistributions and adjustment of property island-wide. Work is performed utilizing property accounting records called Mechanized Allowance List (MAL) and Consolidated Memorandum Receipts (CMR). This responsibility includes documentary management of approximately \$2.1 million of serialized audiovisual property. Monitors approximately 30 to 50 Responsible Officers (RO) accounts are at any given time. Ensures that each MAL/CMR is annotated with all documents that cause adjustment and serial numbers are tracked until such time as they are reflected on the Ros' CMR. When quantitative or serial number discrepancies occur on the MAL/CMR and sufficient supporting documentation does not exist to justify the discrepancy, notifies the COMMSTRAT Supply Officer immediately for appropriate resolution. Prepares inventory adjustment transactions/reviewing inventory adjustment transactions submitted by ROs and conducts/validates causative research in order to justify the adjustments. Voucher file inquiries, daily histories receipt/issue documents and other change of customer transactions are used for this purpose. Conducts a review of the serialized list to ensure another RO is not in possession of the equipment in question. Reconciles respective accounts on a monthly basis with usage data. Provides a usage data report to the COMMSTRAT Supply Officer on a monthly basis. As a timekeeper for MLC employees, tracks time and attendance and submits MLC timesheets to Payroll Office; performs vehicle inventory and key control etc.

**Qualification Requirements 資格条件**

1. Must have work experience using Outlook, Word, Excel, and Access.
2. Willing to learn new computer programs.
3. Must be computer literate, especially internet usage.
4. Willing to learn new functions and attend trainings.
5. Knowledge of GCSS-MC
6. DRMO disposal process

Work Schedule: 07:30 – 16:30, Mon – Fri, 40 hours a week

**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
<b>0 – No language proficiency</b> 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.