

MLA/IHA Position Vacancy Announcement



Civilian Human Resources Office
Marine Corps Installations Pacific – MCB Camp Butler
U.S. Marine Corps

MLA/IHA 求人募集

海兵隊民間人人事部

ATTENTION

16. WORK HISTORY 職歴

16. WORK HISTORY 職歴	
LIST OF JOBS YOU HAVE HELD (STARTING FROM CURRENT JOB CHRONOLOGICALLY).	
IF ADDITIONAL SPACE IS REQUIRED, USE SEPARATE SHEET OF PAPER FOLLOWING THE BELOW INFORMATION FORMAT.	
JOB TITLE (IF USFJ EMPLOYEE)	16. WORK HISTORY 職歴
Clerk, IHA	現職の雇用種類 - MLA (MLC), IHA, MA (MC) を必ずご記載ください

REQUIRED

Please specify MLA (MLC), IHA, MA (MC)

現職の雇用種類 - MLA (MLC), IHA, MA (MC) を必ずご記載ください

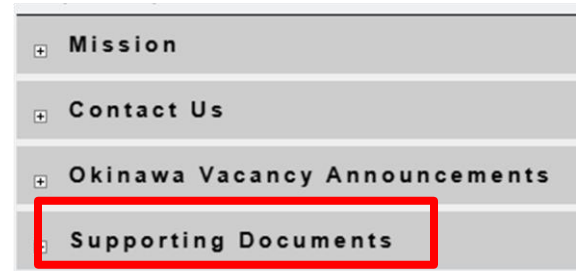
Application forms 履歴書用紙 :

PERSONAL HISTORY STATEMENT 履歴書 (USFJ FORM 196aEJ, 20260415)

NEW URL : <https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/#In-employment-unit>

Forms may be found at the link or QR code above. If you are unable to open the file, please save it to your desktop.

上記リンクまたは QR コードからダウンロードできます
ファイルを直接開けない場合は、デスクトップに保存してから開いて下さい..



↑ Application Form 履歴書はこちら

How to apply 提出方法

① Hard copy submission (履歴書投函)

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。

② Email submissions (メール提出)

Submit to mcipac_chro_jn_empl@usmc.mil

上記メールアドレスに提出

- 1) Email subject must contain position title and Vacancy Announcement (VA) number.
メールの (Subject) 件名 には応募する職種名と空席広報番号を記載して下さい。
- 2) Submission is limited to 3 PDF files including resume and attachments.

添付書類は PDF (3 個以内) で提出お願いします。

Due to network instability, we recommend to submit hard copy.

ネットワークが不安定な為、ハードコピーでの提出をお勧めしております。

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 MLA/IHA 雇用係に（メールによる応募も同様）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 MLA/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。

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 MLA/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 MLA/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.

Vacancy Announcement No. (空席広報番号): 142-26		
Position Title: Purchasing & Contract Assistant/Specialist, #414/ #415, BWT-1, Grade-5/6, LPL-3		
MLA F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: MCB, Camp S. D. Butler, Regional Contracting Office		
Area of consideration 募集範囲: Okinawa Wide (MLA/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLA/IHA 従業員		Closing date: (提出期限) 8 Sep 26
Summary of duties: Organizes, coordinates and communicates with key stakeholders – Acquisition Strategy Planning Team (ASPT) to develop and document proper acquisition strategies to meet Requiring Activity (RA) objectives. Works with representatives to review and revise purchase requests, specifications, drawings, Performance Work Statements, Quality Assurance Surveillance Plans, independent government cost estimates, Justifications and Approvals, and other required documents. Provides advisement and assists with corrective actions as required. Ensures the government's minimum requirements are accurately specified and not overly restrictive, thereby promoting full and open competition to maximum extent, as governed by applicable law, policies, and regulations. 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. Uses market research and other resources to make recommendations and advise on suitability and availability of small business and other socio-economic entities as it pertains to each requirement, its individual product/service market conditions, and acquisition approach. 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. Prepares and issues required pre-solicitation, solicitation and award documents; determines and applies all applicable and appropriate provisions and clauses, and ensures specifications are complete and concise, and not unnecessarily restrictive in order to promote and maximize competition in accordance with regulations. Conducts and coordinates pre-proposal conferences and site visits with potential offers. If necessary, issues amendments to solicitations to correct or clarify terms, conditions, or revisions to specifications. Processes all necessary justifications and approval (J & A) documents for other than full and open competition. Posts solicitation and/or mandated J & A documents to the authorized, government posting sites (e.g., Sam. gov, Asia Neco, GSA websites, and tec). Assists the Contracting Officer in determining if discussions are required, or if award can be made based on initial offers. Requires analyzing accepted proposals/quotes, reviewing and analyzing past performance information, utilizing current market trends, historical data, price analysis, and outcomes of technical evaluations in the decision making process etc. Monitors contractor performance through correspondence, site visits, inspections, progress reports, and analysis of contractor metrics for compliance with performance standards, applicable laws, delivery schedules, payment provisions and other terms and conditions stated in the contract. When applicable, negotiates extension of delivery schedules, price adjustment, and necessary changes to contract specifications, issues formal modifications to revise		

terms and conditions. Analyzes contractor claims for price adjustments, negotiates with contractor, prepares Price Negotiation Memorandums and all other supporting documents required prior to modification action etc.

Qualification Requirements 資格条件

1. Must be able to effectively communicate verbally and written in English with an LPL of 3 or higher.
2. Must have knowledge in US Government procurement procedure or be able to comprehend and apply US Federal Acquisition Regulation and Policies.
3. Must have one year minimum of purchasing or contracting experience.
4. Must possess great analytical skills and high degree of attention to detail.
5. 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.
6. Must be proficient in Microsoft Office software application program (Excel, Word and Outlook).
7. Applicant should be detail oriented and be able to track multiple assignments under tight schedule deadlines.

***Grade determination will be made by the management at the time of selection.**

Work Schedule : Mon-Fri, 07:30 – 16:30, 1 hour recess, 40 hours a week

Required documents/ 提出書類 :

1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415)
2. Copy of English Proficiency Test: 英語能力を証明する書類のコピー
3. Copies of the required certificate/license. 必要とされる資格等コピー
4. **注 : 以上の書類のみを提出してください**