

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

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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)	
Clerk, IHA	CVT 2-3 事務職

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

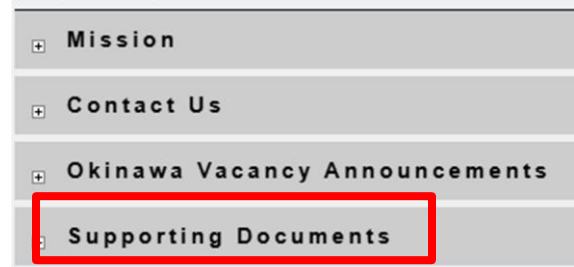
Application forms 履歴書用紙 :

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 MLC/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 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。

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.

Vacancy Announcement No. (空席広報番号):76-26		
Position Title: Contract Specialist, #0416, BWT-1, Grade-7, LPL-4		
MLA F/T Permanent	Number of position(s): 2	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 MLC/IHA 従業員		Closing date: (提出期限) 1 Jun 2026
Summary of duties: Performs pre-and post-award duties related to the negotiation and/or administration of complex contracts for supplies and/or services for acquisition actions in excess of the Simplified Acquisition Threshold (SAT0. Observes contractor performance to ensure adherence to contract terms and conditions. Advises contractor on termination procedures and conducts administration to include settlement terms and conditions of contract claims. Conducts Level above review, acceptance or provide remedial training for up to seven Purchasing & Contract Specialists BWT-1-6. Reviews Purchase Requests that are assigned to designated team and assigned individual subordinates to take action considering workload, abilities of subordinates, etc. Makes day-to-day workload adjustments within designated formal team to maintain flow of work. Instructs subordinates in proper procedures to follow, provide guidelines, and answer their questions. Orients new employees which includes on the job training. Makes recommendations or suggests improvement of work methods to the Contracting Officer. In absence of the supervisory Contracting Specialist, assumes the responsibilities as the Primary Contracting Specialist. Ensures that contract actions are completed in a timely manner, considering the priority and nature of the requirement, the priority of the procurement and the purchasing method to be used. Ensures that procurement is based on full and open, other than full and open competition, reviews if procurement is based on fair and reasonable determination, based on the price and other evaluation factors on each solicitation and recommend award to perspective responsible sources per Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), Navy Marine Corps Acquisition Supplement (NMCARS) Marine Corps Acquisition Policy and Procedures (MAPP). Ensures all procurement actions are processed in accordance with the above mentioned procedures. As Contracting Specialist, reviews and endorses approval to the Contracting Officer, all complex (in excess of the SAT) pre-and post-award required contracting actions, and ensures the contracting files are complete and ready for contract closeout by the designated contracting officer. Reviews procurement package assigned to designated team to ensure all Purchase Request descriptions, specifications, designs, Statement of Work/Objectives (SOW/SOO), and Independent Government Estimates (IGE) are complete. Actively participates in procurement/project conferences, site surveys, engagement with prefecture Chambers of Commerce (both Okinawa and Mainland Japan) etc.		
Qualification Requirements 資格条件		
<ol style="list-style-type: none"> 1. Must have three years of work experience at 1-6 level as a Contract Specialist. 2. Must have completed 2 or 4-year college/university in any field. 3. Must provide evidence of successful completion of all training courses required by the Defense Acquisition Workforce Improvement Act (DAWIA) for Contracting Professional certification. 4. Must have ability to negotiate and administer contracts/orders. 5. Must have ability to analyze and evaluate various quotations exercising price analysis techniques. 6. Must be able to speak, read, and write Japanese and English (LPL-4 level). 		
Work Schedule : 07:30 -16:30, Mon – Fri, 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

注 : 以上の書類のみを提出してください