

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

Vacancy Announcement/求人広告

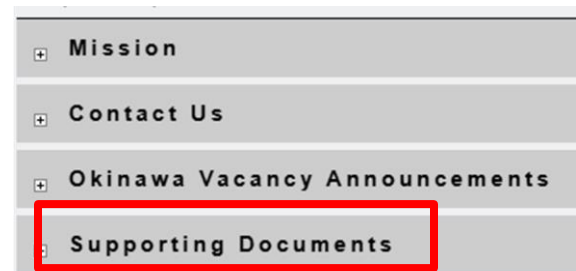
Application forms 履歴書用紙 :

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire

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

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 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。
- 2) Submission is limited to 3 PDF files including resume and attachments.
添付書類は PDF (3 個以内) で提出をお願いします。

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.

Date: 22 Dec 25

Announcement No. 177-25		
PWO #: 286	Position title: Administrative Specialist, #0009, BWT-1, Grade-4, LPL-2	
MLC F/T Permanent	Number of position(s): 1	Location: MCAS Futenma
Organization: S-3 Department, Mission Assurance Branch, MCAS Futenma		
Area of consideration 募集範囲: Okinawa 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) 7 Jan 26
Summary of duties: Process sponsored visitors. Receives and processes Sponsored Visitor Forms (SVF). Verifies the eligibility and identity of the sponsor either in person (by ID) or electronically, by a Marines Corps Enterprise Network (MCEN) digital signature from a Common Access Card (CAC). Conducts a Local Records Background Check and National Crime Information Center (NCIC) check to determine if the visitor has any disqualifying factors that prohibit installation access. Transfers appropriate data from the SVF to electronic systems that facilitate visitor management. Notifies the sponsor in cases where the visitor will not be permitted installation access and advises the sponsor of the appeal process. Utilizes current regulations to routinely coordinate with Japanese Ground Self Defense Forces (JSDF), Marine Corps Installations Pacific (MCIPAC) G-7 and III Marine Expeditionary Force (III MEF), to facilitate access to MCAS Futenma for training and tours. Processes unsponsored visitors. Greets visitors and processes their request for unescorted access to the installation. Determines the validity of their stated purpose for entry and where possible, verifies the eligibility and identity of a base sponsor (person or activity). Where applicable utilizes authoritative sources, such as Consolidated Law Enforcement Operations Center (CLEOC), Naval Justice Information System (NJIS), and Marine On-Line (MOL) to determine the authenticity of the visitor's claim. Conducts a Local Records Background Check and NCIC check to determine if the visitor has any disqualifying factors that prohibit installation access. Records appropriate data in electronic systems and issues the visitor a Visitor's Pass. Notifies the visitor in cases where he/she will not be permitted installation access and advises the visitor of the appeal process. Prepares administrative correspondence (i.e. letter, memorandums, orders, awards endorsements) in compliance with the Naval Correspondence manual in both English and Japanese. Receives and processes Base Pass/access requests, requests to conduct official and unofficial photography, access to sacred areas, and access to restricted areas to include the flight line, hangers and fuel areas. Processes contractors for local business/contractor's base access passes. Processes contractors/vendors, volunteers, and other persons for long-term access control credentials etc.		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Able to speak, read and write English and Japanese (LPL-2 or above).2. Able to operate computer to include Microsoft Excel, Word, Outlook, Access, and Power Point.3. Must be computer literate.4. Must have experience in providing customer service.5. Knowledge of Naval Correspondence is required.6. Must be able to organize and file correspondence.7. Able to translate to English to Japanese vice versa.		
Work Schedule : 07:30-16:30, Mon-Fri, one hour recess, 40 hours a week		
Required documents/提出書類 : <ol style="list-style-type: none">1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire: 履歴書&質問票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 certificates/licenses. 必要とされる資格等のコピー 注 : 以上の書類のみを提出してください		