

# 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

Vacancy Announcement/求人広告

### ATTENTION

2026年4月15日より履歴書が新しくなりました。  
Application form has been updated as of 15 Apr 2026.

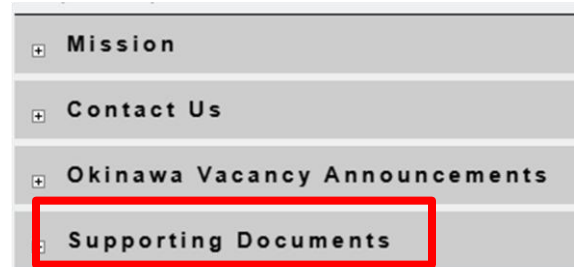
### Application forms 履歴書用紙 :

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

**NEW URL** : <https://www.mcpac.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 [mcpac\\_chro\\_jn\\_empl@usmc.mil](mailto:mcpac_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 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](mailto: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](mailto: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): 73-26		
Position Title: <b>Administrative Specialist, #0009, BWT-1, Grade-4, LPL-2</b>		
<b>MLA F/T Permanent</b>	Number of position(s): 1	<b>Location: Camp Schwab</b>
Organization: MCB, Camp S. D. Butler, Camp Services Office, Camp Schwab		
Area of consideration 募集範囲: <b>Okinawa Wide</b> <b>(MLA/IHAs employed in Okinawa)</b> 沖縄県内にて雇用されている全 <b>MLA/IHA</b> 従業員		Closing date: (提出期限) <b>22 May 26</b>
<b>Summary of duties:</b> Performs clerical work involved in temporary base pass applications, day pass applications, group access passes, and vehicle passes for contractors required to aboard Camp Schwab. Receives and reviews base access and vehicle requests for completeness, ensuring the inclusion of necessary documentation, accurate information, and correct signature authorities. Prepares base pass/access requests for signature by authorized officials. Upon completion, issues base passes to the requesters and to the appropriate gates. Receives technical guidance, confirmation and verification of information from Anti-Terrorism/Force Protection Officer, Camp Director, Facilities Coordinator, and Admin Specialist. As required, meet with the guests/visitors at the gate to provide escort services. Accepts and issues temporary pass and vehicle requests for active duty personnel. Maintains database, records, and files of all requests and current status in accordance with applicable policies and guidelines. Translates/interprets verbal and written communications between Camp Operations and such guests/visitors as officials from Okinawa Defense Bureau pertinent to the base access from English to Japanese and vice versa etc.		
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"> <li>1. Ability to read, write and effectively communicate (read/write) in Japanese (Kanji)/English (LPL-2 or above).</li> <li>2. Have a good knowledge of grammar, spelling, capitalization, punctuation, and general English Terminology.</li> <li>3. Ability to use PC and related software (Word, Excel, Power Point, and Access etc).</li> <li>4. Must have good customer service skills, team work, telephone etiquette, problem solving skills, and data entry skills.</li> <li>5. Ability to manage multi-tasks and accomplish tasks in timely manner.</li> <li>6. Ability to conduct independent research of Navy/Marine Corps directives, review DOD regulations and provide recommendation on actions required.</li> </ol>		
<b>Work Schedule : 06:00 – 15:00, Mon – Fri, 40 hours a week</b>		
<b>Required documents/ 提出書類 :</b> <ol style="list-style-type: none"> <li>1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415)</li> <li>2. Copy of English Proficiency Test: 英語能力を証明する書類のコピー</li> <li>3. Copies of the required certificate/license. 必要とされる資格等コピー</li> </ol> <b>注 : 以上の書類のみを提出してください</b>		