

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

ATTENTION

Application form has been updated as of 1 Oct 25.

2025 年 10 月 1 日より履歴書が新しくなりました。

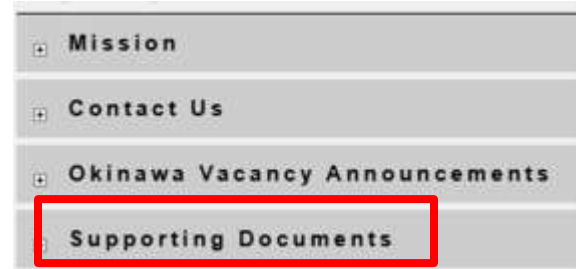
Application forms 履歴書用紙：

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.

Announcement No. **178-25**PWO #: 285 | Position: **MWR Program Assistant, #0225, BWT-1, Grade-4****IHA F/T, Permanent** | Number of position(s): **1** | Location: **Camp Foster**

Organization: MCB Camp Butler, MCCS Div, Business Operations Branch, Retail Program Sec, Tours Plus

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-2026

Task List: The incumbent serves as the Tour Coordinator for the Tours Plus Section, MCCS Division and performs duties as a Tour Coordinator and Tour Guide. Incumbent performs a variety of duties to support a comprehensive and versatile information, tickets, and tour program for military personnel, DOD Civilians, and their dependents. Duties are itemized as follows: Researches, compiles, schedules and marketing for on-island and off-island tours to MCCS customer. Gathers and packages information, assists customers with international and domestic tour reservations, providing information, obtaining and selling tickets, collecting fees, dealing with complaints from patrons with tact and diplomacy. Attempts to secure airline tickets, transportation, hotel rates and tour packages for Tours plus packaged tours at competitive rates. Develops new tours with coordination with local travel agencies, local and international resort representatives. Builds strong business relationships with local and international resorts through phone, visits or electronic communication means. Conducts independent surveys with coordination with MCCS Marketing to determine tour offerings and effectiveness of the program. Prepares reports to evaluate the success or shortcomings of program offering. Establishes and maintains a database of tours and information for easy retrieval and reference. Coordinates and requests motor transportation support for the local tour program. Make Tour calendars and tour guide schedule. Serves as the Contracting Officer(COR) or Assistant Contracting Officer (ACOR) on a variety of contracts to include Hotels, Travel Agencies, Ticketing Agencies and others in relation to the Tour Program in accordance with the Regional Procurement Office. Provides clerical support to the Tours Plus operations and staff. Answers customers' questions in regards to the Tours Plus program and offerings through various means to include telephone, email and face to face. Performs cashier duties for external customers in accordance with MCCS Cash handling procedures. Accepts payment from customers for local tours, unit, tickets, hotels and off-island tours. May be required to work weekends and at satellite offices located inside Camp Hansen Palms and the Camp Kinser Surfside. Operates a MCCS 9 passenger van (Government Owned Vehicle) as need to support the tour program. Performs other related or incidental duties as assigned.

Qualification Requirements 資格条件

1. Must be proficient in basic computer operations with experience using MS Word, Excel, Adobe PDF.
2. Proficient in public speaking and comfortable addressing large audiences or tour groups.
3. Must be willing to travel to mainland Japan and surrounding islands as required.
4. Must possess, or be able to obtain, CPR, First Aid, and AED certifications.
5. Must be fluent in Japanese (business level) with the ability to translate effectively between Japanese and English.
6. Ability to communicate effectively with customers in English (LPL-2 level or equivalent).
7. Ability to work flexible shifts, including occasional weekends & evenings on an as-needed basis only.
8. Must possess a valid regular driver's license.

Work Schedule: Primary 5days/40hrs per week: 0900-1800, Coverage at Hansen (0830-1730) or Schwab (0930-1730) is required only on an as needed basis.

Required documents/提出書類 :

1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire: 履歴書&質問票
2. Copy of the GOJ Driver's license: 運転免許証のコピー
3. 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