

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)	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

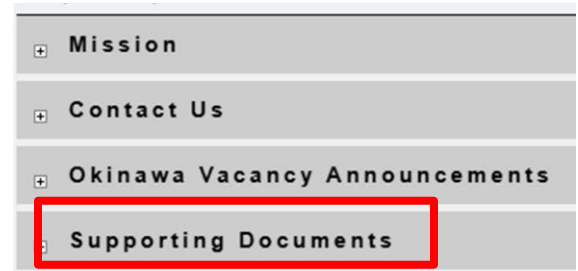
Application forms 履歴書用紙 :

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): 129-26		
Position Title: Administrative Specialist, #0009, BWT-1, Grade-4, LPL-2		
MLA F/T Limited Term NTE: (20270604)	Number of position(s): 1	Location: Camp Courtney
Organization: MCB, Camp S. D. Butler, Camp Services Office, Camp Courtney		
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) 7 Aug 26
Summary of duties: Provides clerical and administrative support for Camp Director and for the day-to-day operations of the Camp Service Office. Receives visitors and telephone calls to the office, determines the nature of requests, and directs callers to appropriate staff, or personally provides the information for routine and non-technical matters. Takes requests for appointments for supervisor and staff, checks on their availability, and confirms appointments. Schedules appointments and makes arrangements for time, participants, and location of meetings. Makes necessary arrangements for travel, arranges schedules of visits, makes reservations, and notifies organizations and officials to be visited in accordance with instructions from supervisor. Manages the Camp Director and staff's calendar and schedule and maintains a presence when the staff is out of the office. Receives incoming correspondence, screens material prior to distribution for suspense date, establishes controls, and follows up with the supervisor. Advises Camp Director of the status of the packages. Maintains subject matter files and records. Compiles a variety of reports and ensures a timely submission. Assists in the maintenance of Camp Service webpage and Camp Facebook page. Assists the Community Relation Specialist and provides necessary support such as making arrangements and serving as a translator for the guests from Uruma City, Uruma City Hall and other local communities. Creates temporary base passes for guests and contractors. Coordinates with PMO and Uruma City Hall for base access for Uruma City residents for tours or tomb visits. As a Government-Wide Commercial Purchase Card (GCPC) card holder, processes procurement of requested items for the Camp Services Office and the Billeting Office. Assists the Camp Operation Officer, Camp Director, Operation Chief, and Billeting Manager in the maintenance of the Camp's facilities. Assists in processing and tracking work requests for repair and renovation and keeps the Camp Director informed of all camp facilities issues, changes, and happenings etc.		
Qualification Requirements 資格条件 1. Ability to read, write, and effectively communicate in English (LPL-2 or above) and Japanese. 2. Have a good knowledge of grammar, spelling, capitalization, punctuation and general English terminology. 3. Ability to use PC and related software (Word, Excel, Power Point, Access, etc). 4. Must have good customer service skills, teamwork, telephone etiquette, problem solving skills and data entry skills. 5. Ability to conduct independent research of Navy and Marine Corps directives and review DoD regulations as required.		
Work Schedule : Mon-Fri, 07:30 – 16:30, 40 hours a week		
Required documents/ 提出書類 : 1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415) 注 : 以上の書類のみを提出してください		