

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

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.

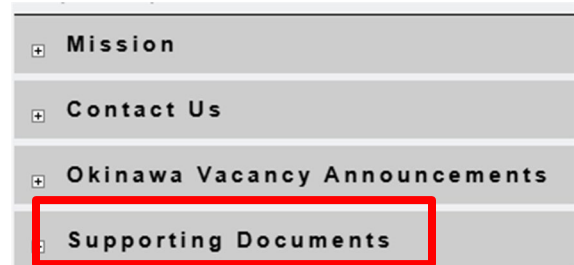
Application forms 履歴書用紙 :

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

NEW URL : <https://www.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
 お問い合わせは 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): 51-26**Position Title: Administrative Specialist, #0009, BWT-1, Grade-4, LPL-2****MLC F/T, Limited Term****NTE: 7 Apr 2027**Number of position(s): **1**Location: **Camp Foster**

Organization: G-3/5, Operations Division, Fire & Emergency Services

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)

29 Apr 2026**Summary of duties:**

Works under direct supervision of the Deputy Fire Chief to perform first level support functions as described in the MCIPAC Information System Coordinator guidelines for technical support of computer users. Uses knowledge of computer and network security requirements to ensure the highest level of security. Serves as liaison to MCIPAC G6, S6, and Contract Technical Representatives to identify, coordinate and resolve all information systems, computer, and internet related issues and requirements. Serves as the liaison to help desk and assists co-workers with user account issues. Maintains the F&ESJ shared drive and performs routine review, updates, file maintenance, and manages access permissions of shared data files for authorized co-workers. Serves as the System Administrator (SA) for the MCIPAC F&ESJ records management system Emergency Reporting (ER). Provides first level support for ER users for the MCIPAC Camp Butler and Camp Fuji Fire Departments. Creates, assigns, modifies, and suspends ER user accounts, and provides user training and system update training. Troubleshoots ER system issues and problems, coordinates systems issues with ER management team and other SA, provides recommended functional solutions, and implements corrective action to maintain optimal ER performance. Researches, develops, implements, and maintains the active and inactive records management program. Manages projects as assigned to include vital records control as well as the disaster prevention plan, and disaster recovery procedures. Prepares statistical and analytical reports as required. Oversees the identification and preservation of department historical records. Maintains a thorough knowledge of library system operations, practices, policies, and procedures to include a general knowledge of reporting, record keeping and other office systems and practices. Performs as the technical Point of Contact and provides assistance for information systems users of Microsoft office programs, Purchase Request (PR) Builder, Wide Area Work Flow (WAWF), Defense Travel System (DTS), MAXIMO (USMC-MAX), Fleet Anywhere (FA), and ER. Provides assistance in the study and analysis of data information, provides technical advice for optimal systems operation, and provides correspondence, reporting and recommendations for process performance. Designs, develops, and maintains F&ESJ web pages using current graphic design and software programs.

Qualification Requirements 資格条件

1. Must be able to communicate effectively in English (LPL-2) and Japanese, both orally and in writing.
2. Working knowledge of DLA/Xerox MFD contract or network security related to on-line devices is preferred.
3. Must have experience in a full range of clerical and administrative functions such as preparing and reviewing correspondence, with at least intermediate-level proficiency in Word, Excel, and PowerPoint.
4. Ability to translate some office documents and other materials (from English to Japanese or vice versa).

Work Schedule: 0700-1545 (Mon – Fri)**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