

# 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)	
Clerk, IHA	CVT 2-3 事務職

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

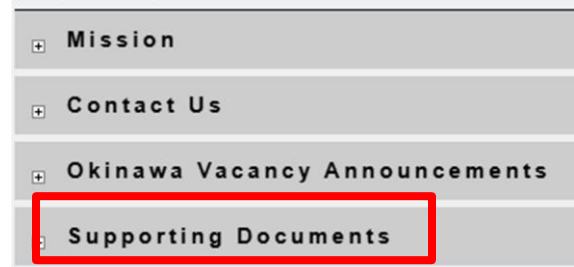
### Application forms 履歴書用紙 :

#### 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](mailto: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 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](mailto: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](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 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):80-26		
Position Title: <b>Cook F/A, #2073, BWT-2, Grade-6, LPL-1</b>		
<b>MLA F/T Permanent</b>	Number of position(s): 1	<b>Location: Camp Hansen</b>
Organization: MCB, Camp S. D. Butler, G-4 Division, Food Service Branch, Mess Hall section		
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>MLC/IHA</b> 従業員		Closing date: (提出期限) <b>1 Jun 2026</b>
<b>Summary of duties:</b> Serves as the working leader of an assigned work shift (A/B) and serves as direct supervisor to Cook (BWT-2-5), and Baker (BWT-2-5). Assigns task received from higher level management to subordinates to fulfill operational requirements within the assigned facility. Responsible for overall use and care of tools, equipment and supplies required to complete assigned duties. Mentors, trains, and provides guidance on professional and personal development to assigned personnel. Serves as liaison between Mess Hall Management, Cook F/B and Master Labor Agreement (MLA) subordinates pertaining to personnel matters (i.e. leave status (Sick/Pregnancy Leave/Child Care Leave/Family Care Leave, etc), manpower related information, accident/mishap reports, MLA Health status, etc) in a timely manner. When not exercising their responsibilities assigned in above task, will perform the same duties and responsibilities of Cook, BWT-2-5 and Baker, BWT-2-5. Inspects the work of subordinates both during and after operations in order to insure that all foods are cooked and baked according to instructions, in quantities needed, and on time. Keeps liaison between supervisor and subordinates. Ensures that workers are observing fire, safety and sanitation rules/orders. Assists the Cook F/B in conducting on the job training for the subordinate workers. Performs duties of a chief cook when assigned to include incidental, clerical or record keeping tasks. Performs the duties and responsibilities in the absence of Cook F/B, BWT-2-7 etc.		
<b>Essential Duty: Mess hall will normally remain open through TCCOR-1C. Essential personnel may be required to stay during TRCCOR-1E to perform the tasks listed above.</b>		
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"> <li>1. Must be in good health.</li> <li>2. Must be able to lift and move up 50 pounds.</li> <li>3. Must have experience in food handling.</li> <li>4. Must be able to communicate in basic English with patrons (LPL-1 or above).</li> <li>5. Must have GOJ driver's license.</li> <li>6. Must have Cook license.</li> </ol>		
<b>Work Schedule</b> : Shift Work: 0400-2200, 8hours a day, one hour recess, 40 hours a week		
<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>		