

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)	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
Clerk, IHA	

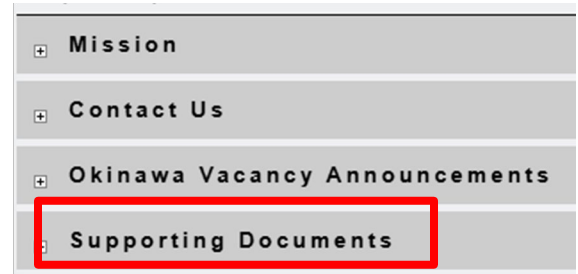
Application forms 履歴書用紙：

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): 130-26		
Position Title: Technical Information Specialist #422, BWT-1, Grade-6, LPL-4		
MLA F/T Permanent	Number of position(s): 1	Location: Camp Hansen
Organization: G-F, Environmental Affairs Branch		
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) 10 Aug 2026
Duties: The incumbent will establish, implement, and maintain a comprehensive multimedia program for environmental support services at the Camp/Station level for multiple Camps/Stations and training ranges. The incumbent will act as an environmental expert for the Camp(s)/Station and Unit Commander(s) with the assistance of their colleagues to ensure compliance with all applicable environmental regulations. The incumbent will keep the Camp/Station Commander(s) informed of the status of all environmental programs and provide briefings as necessary. Major services provided by the incumbent's section include, but are not limited to: developing and managing Camp/Station-specific programs for environmental areas outlined in the Japan Environmental Governing Standards (JEGS), performing regular inspections for environmental compliance, conducting annual Environmental Compliance Evaluations (ECE), conducting annual Environmental Compliance Assessments (ECA), identifying and supporting environmental training needs, identifying projects to mitigate environmental risks and enhance the environment, conducting range and tacit farm assessments, and supporting the Environmental Engineering and Science section on special projects. To accomplish this, the incumbent will: Using scientific knowledge of environmental management, maintain and assist with the development of specific programs in the areas of air, water, waste, Polychlorinated Biphenyls (PCBs), spill response, Petroleum, Oils, and Lubricants (POL), Cultural and Natural Resources (CNR), or other environmental programs as required. Identify in writing, in both English and Japanese, areas of non-compliance at the Camp(s)/Station and perform environmental analysis to determine the best method to mitigate the problem. Utilize professional understanding of environmental science (geology, biology, environmental engineering) to successfully meet the needs of the section. Prepare technical reports, briefs, information papers, and similar documents for use by the Camp/Station Commanders, Compliance, Training, and Environmental Support Supervisor, and/or Environmental Officer. Assist colleagues with developing goals, Plans of Action and Milestones (POAM), and implementing actions for projects that are developed at the Camp(s)/Station to ensure compliance or minimize environmental risks. Maintain records in accordance with regulations. Interface with visiting environmental scientists of various science disciplines and government representatives on environmental issues concerning construction and project development. Provide technical environmental assistance to Marine Corps units and tenant activities throughout the Camp(s)/Station. Support MCB Butler Environmental Management System (EMS) by following and implementing EMS standard operating procedures (SOP), reviewing and providing comments on EMS documents. Evaluate facilities used for operations and storage involving hazardous wastes, POL, and other potentially hazardous substances for compliance with environmental laws and regulations. Conduct environmental assessments on units, tenants, and tacit farms located on the Camps. Complete assessment reports and brief Commanders, Units, and G-F Real Estate on findings. Provide training on special issues such as habitat protection, endangered species, and soil erosion that may impact the Camps/Station and ranges. Train and relay environmental requirements to Japanese Ground Self Defense Forces when they train on MCB Butler ranges. Actively participate in environmental regulation and plans review. Independently review environmental documents, environmental plans, propose standard operating procedures, improve upon environmental compliance and training systems, participate in working groups/discussions with		

peers/stakeholders, and review construction documents for environmental compliance concerns. Draw upon environmental knowledge from MCO 5090.2, JEGS, Environmental Protection Agency (EPA), and standardized environmental literature/policies. Assist with the review and oversight of specific construction projects; review and construct environmental documents to include SOPs, results, command formal notification letters, briefings, and compliance site visits. Perform analysis to determine the best method to mitigate problems, relay accurate information in a timely manner (written and verbal), and provide possible resultant outcome(s). Plan own work, coordinate with subject-matter specialists, resolve problems, and carry assignments through to completion. Provide technical environmental assistance to Marine Corps units and tenant activities to ensure the following:

- (1) Evaluation of facilities used for operations and storage involving hazardous substances,
- (2) Hazardous waste streams are segregated and chemical analyses are performed in accordance with JEGS requirements,
- (3) Maintain an accurate roster of Unit Environmental Representatives, and
- (4) Assist units with spill response cleanup, and spill response plans and capabilities.

The incumbent will be expected to be on scene when applicable, discern when urgent solutions are required, and be an expert written and verbal communicator.

Performs other duties as assigned.

Qualification Requirements 資格条件

1. One year of specialized experience in work related to the position or four year college graduate in related field.
2. LPL-4
3. General knowledge of office automation software (Word, Excel, Power Point, Access etc)
4. Must have a Japanese Driver's License (AT only is acceptable)

Work Schedule : Mon-Fri 07:00-16:00

Required documents/提出書類 :

1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415)
2. Copy of English Proficiency Test
3. Copy of Japanese driver's license

注：以上の書類のみを提出してください