

# 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。**

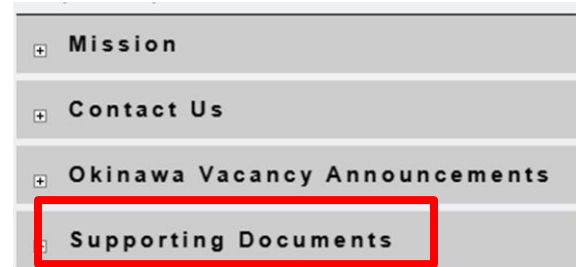
### Application forms 履歴書用紙 :

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](mailto: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](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:

<b>LPL</b>	<b>TOEIC</b>	<b>ALCPT</b>	<b>TOEFL (PBT) Paper Based Test</b>	<b>TOEFL (CBT) Computer Based Test</b>	<b>TOEFL (iBT) Internet Based Test</b>	<b>CASEC</b>	<b>EIKEN 英検</b>
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. <b>01-26</b>		5 Jan 26
PWO #: <b>277</b>	Position: <b>Community Relations Specialist #0049/0398</b> <b>BWT-1, Grade-6/7, LPL-3/4</b>	
<b>MLC F/T, Permanent</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>
Organization: G-7 Division (Government and External Affairs)		
Area of consideration 募集範囲: <b>Okinawa Wide (MLC/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>14 Jan 26</b>
<b>Official Community Relations:</b> Coordinate all aspects of the overall USMC community relations program in Japan in conjunction with the Community Relations Officer (GS Civilian in MCIPAC, G-7) and the Community Relations Specialists at each installation and camp. Conduct staff assist visits (SAV) to subordinate staff sections aboard Okinawa, and mainland Japan to evaluate, guide, and identify areas in need of higher headquarters procedural, or programmatic assistance. Assist the Community Relations Specialists at installations/camps as needed in carrying out local community relations projects.		
<b>Political/Civil Affairs:</b> Function as a subject matter expert on Japanese political, economic, social, and military structure throughout Japan. Provide expert knowledge and advice to the Okinawa Area Coordinator, Commanding Generals of III Marine Expeditionary Force, Marine Corps Installations Pacific, 1st Marine Air Wing (1st MAW), 3rd Marine Division, and 3rd Marine Logistics Group, and Marine Forces Pacific on all Marine Corps issues in Japan. The issues handled are political, economic, informational, and military related. Research, review, and assess emerging threats from peer adversaries within the region and provide advise to Marine Forces Japan leadership to identify and mitigate potential problems involving the Marine Forces, Japan Self-Defense Forces (JSDF), and within the host nation that could negatively impact the capabilities, ability to train, and overall readiness of Marine Forces in Japan. Receive, track, and assess verbal and written protest petitions submitted by host nation entities, and when required, provide a draft response directly to Marine Forces leadership. Develop informational papers, talking points, and other reference materials for use by Marine leadership when engaging with host nation entities. Based on current events and past historical knowledge, clearly articulate potential hot topics, and US Government (USG) goals, and objectives for use during the engagements.		
<b>Program Management:</b> Provide program management level subject matter expertise within the areas of Visit Requests, to include Category I (secretariat, ministerial, diet member-level), Category II (local assemblies, and officials from local governments) and Category III (JSDF, central-level officials, and others), School Visit Program, Special Events and Ceremonies for Marine Forces Japan, and Flight Operations in support of the entire 1st MAW, to include submitting Prior Permission Required (PPR) requests, requests for fuel, and overall logistical support to air operations aboard host nation airports throughout Japan.		
<b>Language Support:</b> Provide accurate, in-person, and remote verbal and written translation support to the General Officer cadre and Marine Forces throughout Japan. Provide this translation support during meetings, seminars, and planning conferences with USG and the Government of Japan (GOJ) officials to include the Okinawa Prefectural Government (OPG), Okinawa Defense Bureau (ODB), Ministry of Foreign Affairs (MOFA), Japanese Self Defense Forces (JSDF), Ministerial-level officials, and members affiliated with management of the Status of Forces Agreement (SOFA). This support may include travel to remote locations to support incidents and accidents caused by Marine Forces in Japan (For example: Support to Aircraft accidents and precautionary landings).		
<b>Cultural and Political Advisor:</b> Advise the General Officer cadre and other senior Marine personnel on the decorum and execution of liaison programs between Marine Forces and local and national government agencies and private entities. Represent Marine Forces Japan from a political-military perspective at meetings and negotiations between		

the GOJ and various entities of the USG that pertains to the Special Action Committee on Okinawa (SACO) implementation, the Defense Policy Review Initiative (DPRI), the Alliance Transformation and Realignment Agreement (ATARA), and the Alliance Transformation Oversight Panel (ATOP) issues and any other issues, or concerns involving the host government.

**Qualification Requirements 資格条件**

1. Must be able to read, write and speak English at LPL-3/4 or equivalent.
2. Comprehensive knowledge of standard written English and Japanese.
3. Comprehensive knowledge of computer software (i.e. Outlook, MS Word, Excel, PowerPoint, and Teams etc.).
4. Working knowledge and understanding of Japanese government and political climate.
5. Working knowledge of military organization and terminology (both U.S. and Japanese).
6. Ability to work overtime when needed which can include weekends, holidays, early morning and evening hours.
7. Must be willing to execute Temporary Additional Duty (TAD) off-island or Continental United States (CONUS).

**Other requirements**

8. Must be capable of managing several tasks across multiple programs simultaneously.
9. Must be capable of standing or walking for long periods under potentially uncomfortable weather conditions.
10. Must be comfortable with public speaking.
11. Must be comfortable dealing with and translating for General Officers and Distinguished Personnel.
12. Must be customer service oriented and capable of effectively working as part of a team.
13. Must have a privately owned vehicle license.

**Remarks: Determination of grade will be made by management at the time of selection.**

**Work Schedule: 0730-1630 (Mon-Fri)**

**Required documents/提出書類 :**

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire: 履歴書&質問票
2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー
3. Copy of driver's license: 運転免許証明のコピー

**注 : 以上のみを提出してください**