

# 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。

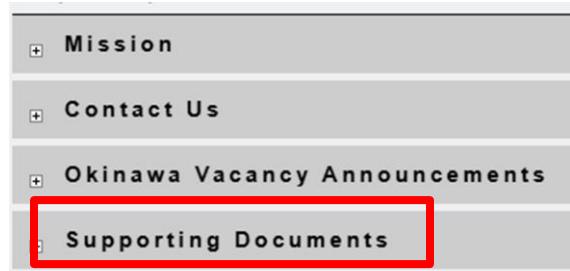
### Application forms 履歴書用紙 :

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下さい。**

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
<b>0 – No language proficiency</b> 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. **02-26**

PWO #: 279	Position title: <b>Administrative Specialist, #0009</b> <b>BWT-1, Grade-4, LPL-2</b>	
<b>MLC F/T Limited Term</b> <b>NTE: 31 Dec 26</b>	Number of position(s): 1	Location: Camp Foster
Organization: G-1 Div, Manpower Br.		
Area of consideration 募集範囲: <b>Okinawa Wide (MLC/IHAs employed in Japan)</b> 日本国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>12 Jan 26</b>
<p><b>Summary of duties:</b> Assist with communicating with various organizations (MARCENT, MCI PAC Security Manager, MCI COM, MCI PAC, HQSVCBN, III MEF etc.) in support of organization tasked exercises and operations as needed. Review deployment checklist, reporting instructions, and requirements in an effort to provide the deploying member guidance regarding deployment. Be the communication conduit of all facets of support to fill Individual Augment (IA) requirements using email, MRTM database, SharePoint, AMHS messaging, and other means as needs arise. Track personnel while supporting organization tasked exercises/operations utilizing PowerPoint presentations and Excel worksheets. Provide exercise and IA reports as required.</p> <p>Perform general office automation duties requiring knowledge of general office automation hardware and software applications. Duties include word processing and may also include other software such as spreadsheets, databases, graphics, electronic mail, calendars and similar packages. The work requires skills in operating a personal computer; computer terminal linked to a mainframe or local network, and related equipment such as printers, copier/scanner and telephone modems.</p> <p>Perform clerical and administrative duties by using word processing software and printing equipment to create, copy, edit, retrieve and print a variety of standardized correspondence and documents (letters, memos, reports, calendars, etc.) from handwritten drafts into final copy, with responsibilities to correct spelling, grammar, capitalization and punctuation. This includes some documents that require some skill in performing a few nonstandard functions such as arranging tabulated data or performing editing functions to incorporate substantive changes made by originators.</p> <p>Follow software instructions, enter text and make insertions or deletions, or move material from one place to another; store, retrieve, and print a variety of standardized documents using prerecorded formats, form letters, standard paragraphs and mailing lists. Perform routing clerical tasks such as answering telephone, taking messages and/or referring callers to appropriate staff members, as well as prepare and maintain access and phone rosters. Arrange and file items in subject and chronological order. Maintain desktop procedures and related equipment.</p> <p>Research, analyze and extract Marine Corps Total Force personnel data utilizing Report-Net to provide personnel information as needed. Support cross-functional Manpower Branch functions and initiatives; performs other related or incidental duties as assigned.</p>		

**Qualification Requirements 資格条件**

1. Must have a minimum of one year clerical, technical or administrative work experience in related work.
2. Ability to use computer program (Microsoft Word, Excel, and Outlook etc).
3. Must be able to speak, read and write English (LPL-2 level or above).

**Work Schedule : Mon-Fri 07:30-16:30****Required documents/提出書類 :**

1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire: 履歴書&質問票
2. Copy of the required certificates/licenses. 必要とされる資格等のコピー