

# 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。**

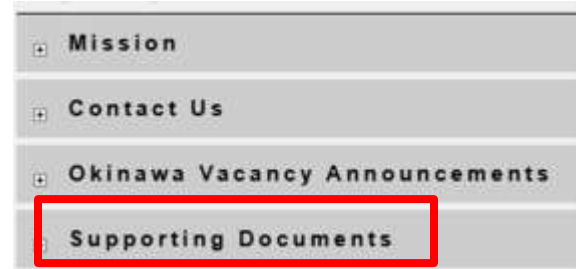
### Application forms 履歴書用紙：

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
<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. <b>170-25</b>		
PWO #: 269	Position: <b>Supply Specialist, #0257, BWT-1, Grade-4</b>	
<b>IHA F/T, Limited Term</b> <b>NTE: 31-Dec-2026</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>
Organization: MCB Camp Butler, MCCS Div, Logistics Branch, Supply, Warehousing and Distribution Unit		
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>16 Dec-2025</b>
<b>Task List:</b> <p>The incumbent is responsible for processing receiving documents within the Axsone environment on all items received into the MCCS Food and Beverage Warehouse.</p> <p>Responsible for researching out receiving discrepancies as they apply to incoming orders. Ensures that appropriate discrepancy reports re prepared and distributed to the MCCS PNC Office; Accounts Payable Office and Inventory Management Officer for action. Provides all receiving documentation processed to the above offices/positions for proper filing.</p> <p>Assists in conducting monthly inventories by inducting inventory count translations, and assists in conducting causative research to justify variances.</p> <p>Performs other related duties as directed.</p>		
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"> <li>1. Must have 3 years of working experience in administrative work or 1 year working experience related to supply or purchasing, or have Bachelor degree in any field.</li> <li>2. Mus be able to speak, read and write English in professional manner to communicate with American staff, supervisors, and customers. (LPL2)</li> <li>3. Have ability to speak, read and write Japanese.</li> <li>4. Must be proficient with Microsoft Office software and applications such as Outlook, Excel and Word.</li> <li>5. Working Knowledge in the use of office automation equipment (Fax, Copier scanner, etc.)</li> <li>6. Ability to review, update and file procurement and supply records.</li> <li>7. Must have excellent customer service skills and the ability to answer the phone and take message.</li> <li>8. Knowledge and experience in NAF purchase or Government Purchase is preferred.</li> <li>9. Must have valid driver's license(Futsu) and able to obtain Government Owned Vehicle(GOV) license.</li> </ol>		
<b>Other Requirements:</b> <ol style="list-style-type: none"> <li>10. Ability to lift/carry heavy items up to 40 lb.(18kg) as needed, and over 40 lb.(18kg) with assistance.</li> </ol>		
<b>Work Schedule: (Mon-Fri) : 0700-1600</b>		
<b>Required documents/提出書類 :</b> <ol style="list-style-type: none"> <li>1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) &amp; Questionnaire: 履歴書&amp;質問票</li> <li>2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー</li> <li>3. Copy of the GOJ Driver's license (semi-mid-sized vehicle): 運転免許証のコピー</li> </ol> <p><b>注 : 以上の資格証のみを提出してください</b></p>		