

# 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。**

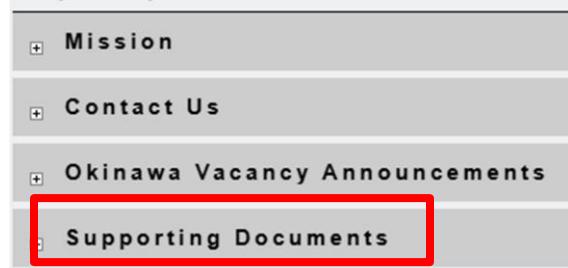
### Application forms 履歴書用紙 :

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 初步的な能力を要する	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.

# Re Announcement

26 Jan 26

## Announcement No. 175-25R

PWO #: 273	Position: <b>Clerk, #0042, BWT-1, Grade-3, LPL-2</b>	
<b>MLC F/T, Permanent</b>	Number of position(s): <b>1</b>	Location: <b>Camp Hansen</b>
Organization: MCB Camp Butler, MCCS Div, Semper Fit Branch, Fitness Center Hansen Annex		
Area of consideration 募集範囲:	Closing date: (提出期限) <b>3 Feb-2026</b>	
<b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b> 沖縄県内にて雇用されている全 MLC/IHA 従業員		

**Task List:** Administrative Duties: a). Provides clerical support to ensure efficient office operations. Assists in the daily operations of a multi-faceted diverse fitness center and provides fist level support and service to customers. b). Establishes and maintains a variety of files. Routes and distributes mail to appropriate individuals. c). Composes correspondence such as memorandums and letters. Establishes and maintains suspense dates to ensure that required actions and responses are made within deadlines. d). Maintains and orders office supplies. e). Prepares time and attendance data and submits them in a timely manner. f). Receives and directs telephone calls or visitors. Based on the general knowledge of the organization, refers telephone callers and visitors to appropriate staff or office. Answers routine, non-technical requests for information. Takes and delivers messages for staff members. Makes appointments and keeps appointment calendar. g). Types, edits and prints a variety of documents for the office staff including correspondence, reports. memorandums, work requests etc. Determines the appropriate forms to be used. Consolidates information for various reports in accordance with established procedures and guidance. Assists on an as needed basis in translating information related to the gym. h). Operates cash register, conducts inventory and ensures security of funds and property, assists the supervisor with shift and end of month inventories. i). Completes the Daily Activity Report (DAR) and prepares money for deposit. General Duties: a). Assists in set-up and preparation of the facility supporting strategic events such as athletic and/or recreation events, and other special events. b). Assists in ensuring all facility rules and regulations are being adhered to. c). Issues athletic supplies and equipment. May clean equipment or other items as directed by management. d). Advises customers on the practical and safe use of equipment. Checks supplies and equipment for serviceability, as appropriate when damaged or unserviceable supplies and/or equipment are identified, reports condition/status to supervisor. e). Advises customers on the practical and safe use of equipment. f). Assists or independently opens and/or closes the facility. g). As required, trains new employees on proper customer service, telephone etiquette and all general day-to-day operations. h). Checks supplies and equipment for serviceability, as appropriate. Other Duties: Performs other general duties as assigned to support operations.

## Qualification Requirements 資格条件

- Ability to communicate in English - speak, read, write, and understand in a business environment.(LPL-2)
- Must have at least 1 year of administrative or supply order experience or education that the candidate can demonstrate an ability to perform variety of clerical duties.
- Must have excellent interpersonal and customer service skills.
- Must have skills in using computer software applications including Microsoft Office – MS Word, Excel, and PowerPoint. Ability to maintain and update project files and provide database management.
- Must have driver's license (Futsu) and able to obtain a Government Owned Vehicle (GOV) to travel between facilities in different camps as required.

## Other Requirements:

- Ability to conduct independent research, manage multiple tasks and accomplish work in timely manner.
- Able to work outside the normal schedule hours (to include weekend) for special occasions as needed.

Must be able to lift and carry items up to 45 lbs. independently and over 45 lbs. with assistance when needed.

## Work Schedule- : (Mon-Sun): 8/10hrs shift per day, 40hrs per week

### 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 GOJ Driver's license: 運転免許証のコピー
3. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー

注 : 以上の資格証のみを提出してください