

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) | |
| Clerk, IHA | 現職の雇用種類 - MLA(MLC), IHA, MA(MC)を必ずご記載ください |

REQUIRED

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

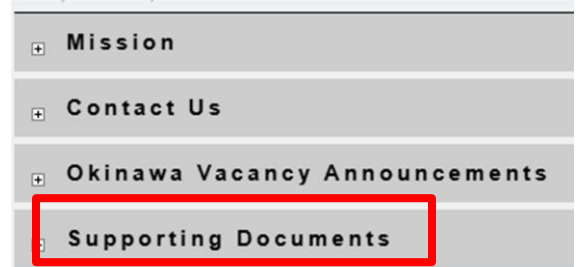
Application forms 履歴書用紙 :

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 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.

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| Vacancy Announcement No. (空席広報番号):100-26 | | |
| Position Title: Personnel/Manpower Coordinating Clerk, #410, BWT-1, Grade-4, LPL-3 | | |
| MLA F/T Permanent | Number of position(s): 1 | Location: Camp Foster |
| Organization: G-F Div, Resources Management Br. | | |
| 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) 30 Jun 26 |
| <p>Summary of duties: Acknowledges the requirement for personnel actions and briefs the status of actions to Resources Management Officer (RMO). Initiates and routes all types of Request for Personnel Actions (RPA) to include transfers, reassignments, recruitments, retirements, leave without pay, position description reviews and establishment, position reclassification, promotion, establishment, etc. Initiates RPA in Defense Civilian Personnel Data System (DCPDS). Verifies all RPAs are correct and have required supporting documentation. Maintains Access Personnel database, Excel Spreadsheets, Power Point Presentations, Share Point reports, graphs and flowcharts for RPAs and G-F Division personnel. Monitors temporary appointments and coordinates Overseas Tour Extension request packages with management throughout organization. Keeps management and supervisors abreast of personnel actions status (that is from initiation to completion). Works closely with Civilian Human Resources Office (CHRO) on personnel type procedures. Overseas Check-in /Check-out process of incoming and outgoing personnel and other related/incidental duties as assigned. Initiates Table of Organization and Equipment Change Requests. Gathers data and or information required to process revision or establishment of Billet Identification Codes on G-F Table of Organization (T/O) as required by G-1 Manpower; also monitors status from start to completion of TOECR. Recognizes discrepancies on the T/O and informs management of the proper procedures for correction. Maintains Position Descriptions (PDs) and T/O. Distributes personnel type information to supervisors, managers and employees. Appointed G-F Defense Travel Routing Official/Reviewer. Assists DTS users and Approving Officials in understanding and clarifying transportation entitlements and policy as per applicable references, in order to stay within Department of Defense travel guidelines. Works closely and consults with DTS Organizational Defense Travel Agent (ODTA). Coordinates with Commercial Travel Office (CTO) to address any flight issues that arise during travel planning and contacts GTCC APC for any related travel card relates. Remains current with travel policies and regulations, i.e. Joint Travel Regulation. Cites information as requested or required. Receives visitors and incoming telephone calls. Responds to routine and nontechnical requests for information such as status reports, suspense dates and similar. Maintains calendars/daily schedules for the RMO. Reminds RMO of appointments and provides brief summation of matter to be discussed. Assigned G-F Training Coordinator. Training Coordinator tracks mandatory training, publishes training announcements, reviews for accuracy and maintains SF182 and assists staff members with researching training courses or classes. Advises RMO on training completion status for the division. Provides Time and Attendance (T&A) support. Maintains electronic records and hard copy files on compressed work schedule and DD577 for time and attendance approvers. Provide reminders and basic T&A support.</p> | | |
| <p>Qualification Requirements 資格条件</p> <ol style="list-style-type: none"> 1. Must possess Language Proficiency Level 3 or above. 2. Specialized Experience: processing personnel paperwork, compiling and presenting data for reports, providing basic information on personnel matters; maintaining a variety of personnel and general administrative records and files; providing orientation, dealing with a variety of personnel actions; typing to accomplish word processing/office automation responsibilities; receiving visitors and telephone calls and exercising judgment in screening those which can be handled personally or be referred to other staff personnel or divisions actions. 3. Prefer to have experience and be able to use the Defense Civilian Personnel Data System (DCPDS). 4. Prefer to have experience and be able to generate, initiate, AND route various types of Request for Personnel Actions (RPAs). 5. Prefer to have experience and able to submit a Table of Organization (T/O) request. 6. Must have a valid JN Driver's License (AT Only is acceptable). | | |
| Work Schedule : Mon-Fri 07:30-16:30 | | |
| <p>Required documents/提出書類 :</p> <ol style="list-style-type: none"> 1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415) 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. Copies of certificates/licenses: 免許証・終了証のコピー | | |