

# 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

| 16. WORK HISTORY 職歴                                                                                  |                                                                                      |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 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)                                                                         | PLEASE SPECIFY MLA(MLC), IHA, MA(MC)<br>現職の雇用種類 - MLA (MLC), IHA, MA (MC) を必ずご記載ください |
| Clerk, IHA                                                                                           |                                                                                      |

**REQUIRED**

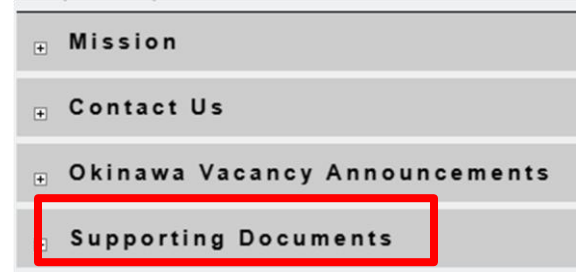
### Application forms 履歴書用紙：

#### 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](mailto: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:

| LPL                                      | TOEIC     | ALCPT   | TOEFL (PBT)<br>Paper Based<br>Test | TOEFL (CBT)<br>Computer<br>Based Test | TOEFL (iBT)<br>Internet<br>Based Test | CASEC     | EIKEN<br>英検 |
|------------------------------------------|-----------|---------|------------------------------------|---------------------------------------|---------------------------------------|-----------|-------------|
| 4 – Exceptional<br>特段の能力を要する             | 860 ~ 990 | NA      | 600 ~                              | 250 ~                                 | 100 ~                                 | NA        | 1st         |
| 3 – Fluent<br>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<br>平均的能力を要する                 | 550 ~ 729 | 75 ~ 89 | 460 ~ 549                          | 140 ~ 209                             | 50 ~ 79                               | 560 ~ 869 | 2nd         |
| 1 – Elementary<br>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<br>最小限の能力を要する            | 350 ~ 399 | 40 ~ 64 | NA                                 | NA                                    | NA                                    | NA        | 3rd         |
| 0 – No language proficiency<br>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. (求人募集番号): 109-26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |                                          |
| Position Title: <b>Administrative Specialist, #9/#10, BWT-1, Grade-4/5, LPL-2/3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |                                          |
| <b>MLA F/T Permanent</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Number of position(s): 1 | Location: <b>Camp Foster</b>             |
| Organization: Civilian Human Resources Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                          |
| Area of consideration 募集範囲:<br><b>Okinawa Wide</b><br><b>(MLA/IHAs employed in Okinawa)</b><br>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)<br><b>15 Jul 26</b> |
| <p><b>Summary of duties:</b> Assumes gate-keeping responsibilities of CHRO associated with administrative work for the Director and Deputy Director. Tracks planning calendar and maintains schedule for regular meetings, appointments, and tracks known absences of key personnel. Organizes and maintains minutes for meetings as directed by the Director and Deputy Director. Receives and screens callers and visitors to the Director's and/or Deputy's office. Tracks and maintains training requirements for the fund manager. Prepare, submit and maintain delegation documents. Prepares and edits documents, reports, and screens all outgoing correspondence for Director's approval to present and/or forward to appropriate offices. Receives, distributes and assigns action on documents, messages and correspondence. Maintains a document control system sufficient to insure responses to messages and correspondence, and recurring and special reports are completed and submitted by the date established by regulation or the requester. Based upon knowledge of the organization, reviews all outgoing correspondence, messages and reports for adequacy of response, consistency with previous submissions and conformance with regulations and local procedures. As necessary, returns inaccurate or incomplete documents to the originating office for re-submittal. Maintains CHRO's master files. Prioritizes and refers information to appropriate HR specialists, technicians, and staff; creates and maintains appointment letters for new HR personnel on board. Completes/submits time sheets for MLC employees in CHRO and maintains their leave slips as appropriate. Update and maintain CHRO listings (i.e. phone tree, seating charts, organization charts, etc.). Ensures supervisors conduct annual reviews of Position Descriptions to ensure they reflect current work assignments. Ensures that CHRO meets all requirements relating to performance appraisals for GS and MLC/IHA civilian employees. Ensures supervisors prepare and place new employees on performance plans within 30 days of employment, and those standards are reviewed and inputted into My Performance. Advises CHRO GS supervisors on due dates for midyear reviews and annual appraisals or ratings. Interprets and translates Japanese to English, and vice versa, when necessary. Performs other related and incidental duties as assigned.</p> |                          |                                          |
| <p><b>Qualification Requirements 資格条件</b></p> <ol style="list-style-type: none"> <li>1. Must have over 3 years of administrative/clerical work experience.</li> <li>2. Must have experience working with computer (Outlook, Excel, Power Point, Access, etc.)</li> <li>3. Must have LPL/2/3 English language proficiency or higher.</li> <li>4. Human Resources experience preferred.</li> <li>5. Ability to prioritize assignments and manage several assignments at one time.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |                                          |
| <p><b>Remarks: Determination of level will be made by management at the time of selection.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                                          |
| <p><b>Work Schedule :</b> Mon-Fri 07:30-16:30</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |                                          |
| <p><b>Required documents/提出書類 :</b></p> <ol style="list-style-type: none"> <li>1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415)</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> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |                                          |