

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) 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

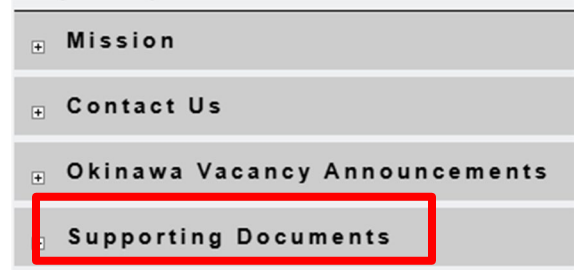
Application forms 履歴書用紙：

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

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.

Vacancy Announcement No. (空席広報番号): 135-26		
Position Title: Safety Technician #0287, BWT-1, Grade-5, LPL-3		
MLA F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: Safety		
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) 24 Aug 2026
Summary of duties: Performs duties pertaining to driver testing and licensing for military personnel, their dependents, DOD civilians, and authorized contractors for privately owned vehicle operator permits. Receives, reviews, and processes online privately owned vehicle (POV) and government owned vehicle (GOV) licensing application packages from submission through final disposition. Administers online testing; verifies applicant eligibility, required documents, training completion, and test results; identifies missing, inconsistent, or inaccurate information; coordinates corrections with applicants and supported organizations; and enters, updates, and tracks each action in Joint Vehicle Registration Licensing System (JVRL) and other approved databases and online systems. Maintains complete and accurate electronic licensing records, digital attachments, and applicant status information; reconciles information between records; and safeguards personally identifiable information. Monitors shared mailboxes and electronic work queues, responds to a high volume of customer inquiries, and provides status updates, deficiency notices, and instructions throughout the licensing process. Conducts written and online examinations and maintains licensing records for POV and GOV applicants. Reviews and interprets official government orders for military and U.S. civilian personnel assigned to Army, Navy, and Marine Corps commands and tenant organizations under support agreements. Administers vision tests for authorized POV Status of Forces Agreement (SOFA) license candidates. Assists in developing course criteria, facilitates driver safety training, and issues driver licenses to qualified MLA and IHA Japanese employees assigned to operate U.S. GOVs. Instructs remedial driver training for U.S. and host nation employees convicted of serious traffic violations or who have demonstrated unsafe driving habits while operating a GOV or POV. Translates U.S. military traffic laws into Japanese and host nation traffic laws into English for training and education. Conducts traffic safety lectures for host nation employees and assists with planning and operating traffic safety special events. Operates audiovisual equipment and training aids and maintains driver identification records for POV and Marine Corps GOV operators on Okinawa. Conducts and evaluates written, online, road-skill, and technical performance tests covering traffic regulations and licensing requirements for initial permits, renewals, and endorsements. Researches U.S., DOD, and host nation traffic laws and regulations; prepares licensing correspondence and instructions; reviews incoming reports, regulations, and directives; and oversees POV and GOV licensing files and records. Uses electronic workflow, document-management, and reporting tools to monitor workload, produce routine reports, identify recurring data errors or process bottlenecks, and support process improvement and automation. Participates in testing and validation of changes to online licensing, testing, and JVRLS processes and assists with documenting procedures and training staff. Receives, screens, and directs calls and provides in-person, telephone, and electronic customer service. Participates in office meetings and process-improvement projects to enhance work practices and customer service.		
Qualification Requirements 資格条件 1. Required to be proficient in Microsoft Office/Microsoft 365 applications, Adobe, database software, and online records or case-processing systems. 2. Demonstrated ability to enter, review, reconcile, and maintain a high volume of data with a high degree of accuracy and attention to detail.		

3. Must be comfortable learning and working within complex electronic workflows, online forms, shared mailboxes, databases, document-management systems, and application tracking processes.
4. Experience using Joint Vehicle Registration and Licensing System (JVRL) or a comparable licensing, case-management, or records system is preferred.
5. Experience using Microsoft Power Automate, Power BI, or comparable workflow-automation and data-reporting tools is desirable.
6. Must be able to organize, prioritize, and track multiple application packages from receipt through completion and identify and resolve data or document discrepancies.
7. Must be able to professionally communicate with a large number of customers by email, telephone, messenger applications, and in person.
8. Good understanding of the English language, including speaking, reading, writing, and translating from English to Japanese and vice versa, both orally and in writing, is required (LPL: 3 or above).
9. Must be customer oriented and able to work effectively as part of a team.
10. Must have and maintain a valid GOJ driver license and be able to obtain and maintain a GOJ forklift license, a GOV driver's license, and applicable commercial forklift qualifications.

Work Schedule : Mon-Fri/07:00-16:00

Required documents/提出書類 :

1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415)
2. Copy of the GOJ Driver's license. 運転免許証のコピー

注 : 以上の書類のみを提出してください