

MLA/IHA Position Vacancy Announcement



Vacancy Announcement/求人広告

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 E	REQUIRED
Clerk, IHA, BVT 2-3 事務職	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

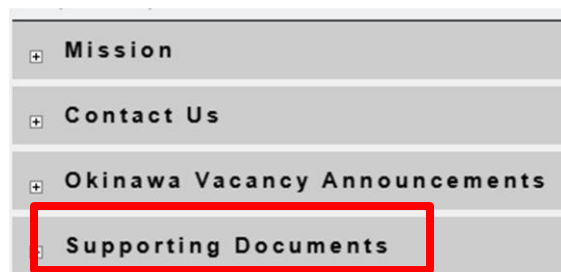
Application forms 履歴書用紙：

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 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
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 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 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. 139-26		
Position Title: Personnel Clerk, #0607, BWT-1, Grade-4, LPL-3		
MLA F/T, Permanent	Number of position(s): 1	Location: Camp Foster
Organization: MCB Camp Butler, MCCS Division, NAF Human Resources Branch		
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 MLC/IHA 従業員		Closing date: (提出期限) 1 Sep 2026
Task List: This position serves as a Personnel Clerk and Front Desk Receptionist in NAF Human Resources Branch, MCCS, performing a wide variety of administrative tasks including, but not limited to MLC/IHA base pass and common Access Card (CAC) application/renewals, Award program in support of HR Specialists. Major duties are: Processes Base Pass and CAC request and renewals for MCCS MLC/IHA employees. Receives requests, collects necessary documents and verifies information accuracy. Prepares necessary forms and letters for submission to the installation office. Acts as a liaison between employees, supervisors, and installation office so that the employee can receive their base pass and CAC smoothly. Administers the MLC/IHA Incentive Awards program such as On-the Spot Time-Off Award (STOA), Performance Time-Off Award (PTOA), Special Step Increase (SSI), and Length of Service. Provides advise and guidance to the supervisors and employees on the regulations and procedures pertaining to Incentive awards program. Reviews nominations for eligibility and procedural support. Maintains, monitors and updates database pertaining to incentive awards. As an alternate HR front desk, assists the NAF HR Office Manager by performing various front desk duties including greeting and assisting visitors, answering incoming phones, and providing customer assistance pertaining to human resource services. Serves as alternate administrator for the department's Government Credit Purchase Card (GCPC) program, ensuring that proper controls are applied on the expenditure of funds, the purchasing of office supplies and equipment, and/or the auditing credits, debits and adjustments throughout each fiscal year. Maintains files/records, to include MLC timesheets for NAF HRO. Prepares reports as required pertaining MLC/IHA award and leave programs. As needed, provides translation and/or interpretation of Japanese documents pertaining to but not limited to Employee Benefits and Employee-Management Relations, such as Medical Certificate, Japanese official documents, Mishap Reports, etc. Perform other related or incidental duties as assigned.		
Qualification Requirements 資格条件 1. Proficiency in speaking, reading, and writing in both Japanese and English (LPL-3) is required, along with the capability to translate simple documents between the two languages. 2. The ability to engage customers in a friendly and professional manner in person, over the phone, and via email is essential. 3. The candidate must be capable of managing a diverse range of administrative duties, effectively prioritizing daily tasks and special projects in a dynamic environment. 4. Excellent customer service and interpersonal skills are essential, along with strong problem-solving capabilities. 5. Proficiency in Microsoft Office suite, including Outlook, Word, PowerPoint, and Excel, is required.		
Work Schedule: (Mon-Sun): 0730-1630		
Required documents/提出書類 : 注 : 以下の資格証のみを提出してください 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		