

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

求人募集のウェブサイトリンクが変わりました。
Vacancy Announcement Website Link has been updated

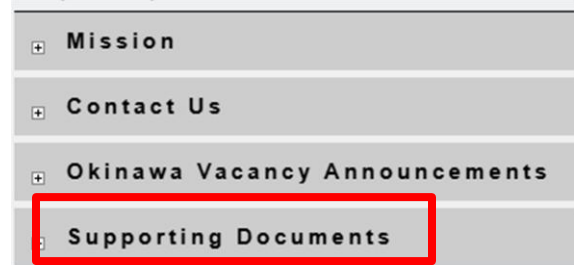
Application forms 履歴書用紙 :

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-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 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. **20-26A****AMENDMENT-Certification Requirement**

Date: 13-Apr-26

PWO #: 020

Position: **IT Specialist (General) # 0549, BWT-1, Grade-6, LPL-3****MLC F/T, Permanent**Number of position(s): **1**Location: **Camp Foster**

Organization: MCB Camp Butler, MCCS Div, Information Management Br, Technical Serv, Computer Serv

Area of consideration 募集範囲:

Closing date: (提出期限)

Okinawa Wide (MLC/IHAs employed in Okinawa)**21 Apr-2026**

沖縄県内にて雇用されている全 MLC/IHA 従業員

Task List: The incumbent serves as an IT Specialist (Computer Support Specialist) and reports to the Computer Support Specialist Supervisor, NF-04 of Technical Support Section in Information Management Branch, MCCS Division. Installs, modifies and makes minor repairs to microcomputer hardware and software system and provides technical assistance and training to system user by performing the following duties: Performs analysis of proposed systems/projects and provides detailed reports and recommendations to the Computer Support Specialist Supervisor. Maintains detailed documentation of each project assigned. Responsible for the research, development and scheduling of projects. Inspects microcomputer equipment and reads work order sheet listing user equipments to prepare microcomputer for installation. Installs or assists service personnel in installation of hardware and peripheral components such as monitors, keyboards, printers, and disk drives on users' premises. Loads specified software package such as operating system, networking system, word processing, or spreadsheet program into computer. Instructs users in use of equipment, software and manuals. Answers customers inquires in person and via telephone concerning systems operation. Diagnoses system hardware, software and operator problems. Recommends or performs minor remedial actions to correct problems based on knowledge of system operation. Replaces defective or inadequate software packages. Refers major hardware problems to service personnel for correction. Creates detailed training plans for newly implemented systems. Provides assistance in training MCCS employees on newly deployed systems. Analyzes current business-based computer systems and makes recommendations for their improvement. Performs other related duties as assigned by technical services manager. Certification Requirements: 1) The incumbent must have or be able to obtain in 12 months of employment, CompTIA A+ certification. 2) The incumbent must have or be able to obtain in 12 months of employment, a certification to meet or exceed DoD 8570 IAT Level II security compliancy. CompTIA Security+ certification.

Qualification Requirements 資格条件

1. Must have two years of demonstrable knowledge of microcomputer hardware and software. To include but not limited to current hardware configurations, Windows 10, Windows 10 embedded, Windows 11. Knowledge in Windows 2016 Enterprise, M365 and O365 Microsoft productivity suites. Must be able to follow detailed instructions for complicated hardware and software installations in English.
2. Have knowledge and be skilled in the use of Local Area Networks and understand physical layer network architecture. Must show proficient knowledge in Wireless LAN connectivity standards and must demonstrate basic ability to secure a Wireless LAN.
3. Knowledgeable and can easily use and maintain software in a Microsoft Windows environment; can examine and analyze hardware and software problems in order to effectively determine corrective action.
4. Knowledgeable of the Internet, can easily use Internet services, and can define or modify internet parameters and options.
5. Be able to easily and fluently communicate both in writing and orally in EN and JP (LAD3 or above).
6. Must be able to lift to 50 pounds.

Certification Requirements for Technical Service IT Specialist:

1. Must obtain CompTIA A+ Certification
2. Must obtain a certification to meet or exceed DoD8570 IAT Level II Security compliancy. CompTIA Security+ Certification.

Work Schedule- : (Mon-Fri): 07:30 – 16:30**Required documents/提出書類 :**

1. Application MCIPAC-MCBB-CHRO-MLC-IHA 12300-2(Rev 9-25): 履歴書&質問票
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 any relevant certificates above if available. 上記に該当する終了証のコピー (お持ちの方)

注 : 以上の資格証のみを提出してください