

# 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**

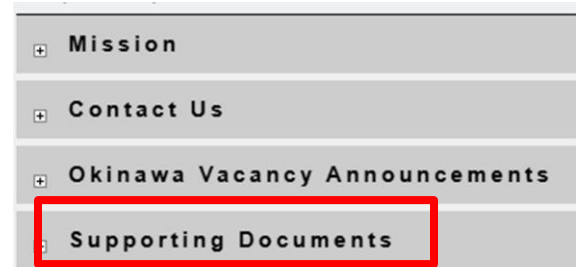
## Application forms 履歴書用紙 :

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](mailto: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](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) 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.

<b>Announcement No.48-26</b>		
PWO #: 053	Position title: <b>Real Property Specialist, #182, BWT-1, Grade-6, LPL-3</b>	
<b>MLC F/T Permanent</b>	Number of position(s): 1	<b>Location:</b> Camp Foster
Organization: G-F Div, Public Works Br., Facilities & Areas Inventory Management Unit		
Area of consideration 募集範囲: <b>Okinawa Wide</b> <b>(MLC/IHAs employed in Okinawa)</b> 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)  <b>17 Apr 26</b>
<p><b>Summary of duties:</b> Perform work pertinent to real estate functions at MCBJ facilities including accountability, acquisition, disposal and utilization of real property, coordinating with GOJ agencies, local government offices, various US organizations to include major claimant to assure efficient accomplishment of real estate activities.</p> <p>Advise immediate supervisor and Real Estate Director on all matters pertaining to real property administration. Bring to their attention all real estate public relation problems and matters of general interest by gathering information from newspapers, Japanese Government agencies, etc. Assist in the accomplishment of all real estate transactions executed within assigned areas.</p> <p>Administer tacit farming activities aboard USMC installations and develop and maintain database for the tacit farming. Perform field check of the tacit farming areas and coordinate with the farmers and local community leaders as well as USMC organizations for smooth implementation of the MCBJ regulation pertaining to tacit farming.</p> <p>Review GOJ request for entry into USMC facilities or access to facilitate their events at USMC installations. Effect coordination with US components of facilities users including camp representatives, G3, G7, and GF units and provide final approval or disapproval to the requesters. Escort the entrants as required.</p> <p>Conduct inspection of joint use areas, land areas being requested for release and outgranted areas to insure that provisions mutually agreed to are being observed. Check and confirm the facility boundary lines. When encroachments are identified, take corrective actions by coordinating with encroachers, Okinawa Defense Bureau (ODB) and local community leaders.</p> <p>Maintain liaison with Japanese government offices at the national, prefectural and local levels and interpret during meeting between USMC and the GOJ side.</p> <p>Perform other related or incidental duties as assigned.</p>		
<b>Qualification Requirements 資格条件</b>		
<ol style="list-style-type: none"> <li>1. Must be able to read, write and speak Japanese and English fluently. (LPL-3 or above).</li> <li>2. Must have ability to translate and interpret oral statements or written documents from English into Japanese and vice versa.</li> <li>3. Willing to work in the field and bushed area.</li> <li>4. Valid LN driver's License is required (accept AT).</li> <li>5. College University graduate with specialized education in the related field is preferable.</li> </ol>		
<b>Work Schedule</b> : Mon-Fri 07:30-16:30		

**Required documents/提出書類 :**

1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire: 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. Copy of the GOJ Driver's license. 運転免許証のコピー