

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

2026年4月15日より履歴書が新しくなりました。
Application form has been updated as of 15 Apr 2026.

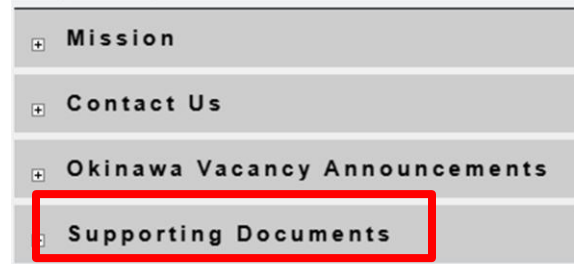
Application forms 履歴書用紙：

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.

Vacancy Announcement No.(空席広報番号): **52-26**Position Title: **MWR Program Aid, #0186, BWT-1, Grade-3, LPL-2****MLC F/T, Permanent**

Number of position(s): 1

Location: **Camp Hansen**

Organization: MCB Camp Butler, MCCS Div, Semper Fit Branch, Fitness Center Hansen

Area of consideration 募集範囲:

Okinawa Wide (MLC/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)

23 Apr-2026**Task List:**

General Duties: (a) Operates cash register, ensures security of funds and property. (b) Takes field/court reservations for, basketball and other sporting activities as managed/created. (c) Cleans weight, equipment, cardio equipment, field equipment, floors, walls, light fixtures, washers, windows, mirrors, sinks, toilets, doors, lobby furniture, office furniture, hand rails, basketball backboards, steam rooms, sauna rooms, sporting equipment, outdoor recreation equipment, vehicles, and other items as directed by management. (d) Washes, dries, folds, and issues towels/jerseys to customers. (e)

Issues/receives/inventories sports/outdoor recreation gear to customers. (f) Assists in running paintball operation on an as needed basis to include but not limited to; field referee/safety monitor, maintenance/cleaning of paintball equipment, field maintenance, cash sales, and other duties assigned by Paintball Manager. (g) Assists customers as needed. (h) Assists in ensuring all facility rules and regulations are being adhered to. (i) Assists or independently opens and/or closes the facility.

Administrative Duties: (a) Works on computer to create flyers/notices for customers in Japanese/English using Microsoft Excel, Word, and PowerPoint. (b) Assists on an as needed basis in translating forms and rules to Japanese employees/patrons. (c) Completes the Daily Activity Report (DAR). (d) Prepares money along with DAR for deposit. **Other Duties:** a) Performs other general duties as assigned to support operations

Qualification Requirements 資格条件

1. Must have Driver's license ("Futsu" Automatic) and able to obtain and maintain a Government Owned Vehicle (GOV). 普通自動車免許(AT)を保持していること。公用車運転資格の取得、維持が可能なこと
2. Ability to speak read and write English at (LPL-2) 英語で日常会話や文書での基本的なコミュニケーションができること (LPL-2)

Other Requirements:

3. Must be able to attend and pass CPR and First Aid Training
応急処置訓練、心肺蘇生法、AED、応急手当のトレーニングに参加し合格できること
4. Must be able to complete Cash Handling Training Course and a refresher course once per year in order to operate cash register. 現金取扱者訓練を終了すること。その後年一回の継続トレーニングを完了できること。
5. Must be able to accommodate a flexible work schedule. 夜間、祝日、週末を含む、変則勤務が可能である
6. Must be able to perform prolonged standing, walking, reaching, lifting and carrying objects up to 45lbs (20.5kg) independently and objects over 45lbs with assistance. 長時間立つ、歩く、手を伸ばす、20キロ以下の物を単独で、またそれ以上の物は、補助を受けて持ち上げ、及び運搬できること。
7. Must be able to work at other locations/camps as required. 必要な場合は他のキャンプや施設に手伝いに行けること

Work Schedule- : (Mon-Sun): 8/10hrs shift per day, 40hrs per week**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
3. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー

注: 以上の資格証のみを提出してください