

# 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

Application form has been updated as of 15 Apr 26.

2026年4月15日より履歴書が新しくなりました。

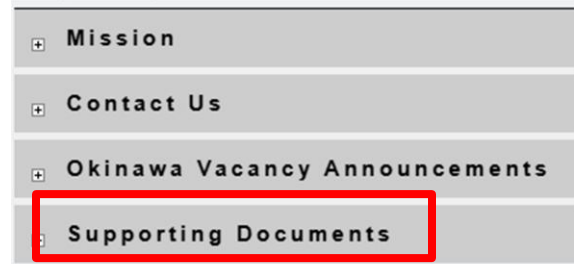
### Application forms 履歴書用紙 :

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
<b>0 – No language proficiency</b> 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. **59-26**Position: **Administrative Specialist #10, BWT-1, Grade-5, LPL-3****MLC F/T, Permanent**Number of position(s): **1**Location: **Camp Foster**

Organization: MCIPAC, Regional Law Center

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)

**5 May-2026****Summary of duties:**

Serving as an Administrative Specialist, is directly responsible to assist the Command Magistrate Hearing Officer and Traffic Court Officer to perform full range of administrative support functions for the Command Magistrate Program. The paramount duties of this position are as follows:

Responsible for maintaining the Command Magistrate case tracker. Receives and reviews both daily military police blotters reports and investigation reports. Responsible for annotating all incoming misconduct cases in the Command Magistrate tracker. Establishes and maintains all case files, records, and messages internal/external, and performs document management and other functions in accordance with privacy and administrative rules and regulations.

Prepares and reviews administrative correspondence for factual correctness, proper format, and adequacy of treatment and proper organization and submits for adjudication.

Responsible for scheduling and coordinating all misconduct hearings and/or visits. Responsible for notifying individuals, sponsors and/or command leadership of their scheduled hearing and providing required documents. Receives/screens telephone calls and visitors and take care of matters and questions to include answering substantive questions pertaining to the Command Magistrate program. These tasks are accomplished by applying in-depth knowledge of several Marine Corps Orders/US Forces Japan Orders and regulations.

Responsible for requesting coordination with the Provost Marshal Office's Japanese Police Liaisons to obtain Japanese Police investigation documents when required. Interpret and translates Japanese to English, and vice versa.

Assists magistrate Hearing Officer during administrative hearings. Acts as a translator when required and takes notes and documents hearing testimony.

**Qualification Requirements 資格条件**

1. Must have a minimum of two years clerical, technical or administrative work experience in related work.
2. Must be able to read, write, and communicate in English at LPL 3
3. Must have experience with office automation software (e.g. Microsoft Office Suite, Excel, Adobe, etc.)
4. Must be able to translate documents from Japanese to English, and vice versa

**Work Schedule: (Mon-Fri) 0730-1630****Required documents/ 提出書類 :**

1. PERSONAL HISTORY STATEMENT 履歴書 196a EJ: 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

**注 : 以上の資格証のみを提出してください**