

MLA/IHA Position Vacancy Announcement



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

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.

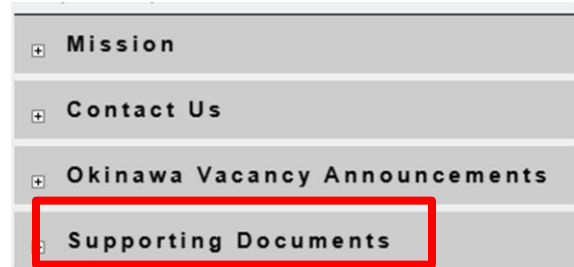
Application forms 履歴書用紙 :

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 MLA/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 MLA/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 MLA/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 MLA/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): 62-26		
Position Title: Classification & Wage Technician, #37/38, BWT1-5/6, LPL-3		
MLA F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: Civilian Human Resources Office, US Programs		
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 MLA/IHA 従業員		Closing date: (提出期限) 08 May 2026
<p>Summary of duties: The incumbent of this position serves as a Human Resources (HR) Specialist responsible for the US Civil Service positions covered by the US Classification Program. Responsibilities include planning, developing, and carrying out the full range of position classification and position management services for organizations serviced by MCIPAC and its Major Subordinate Commands (MSCs). These are MCB Camp Butler, Marine Corps Air Station (MCAS) Futenma, and Combined Arms Training Center (CATC) Camp Fuji. The position is also responsible for III Marine Expeditionary Force (MEF) and its MSCs (1st Marine Aircraft Wing, 3rd Marine Logistics Group, 3rd Marine Division), Defense Policy Review Initiative (DPRI), 3rd Network Battalion and other CHRO customer organizations (Headquarters Marine Corps positions assigned to the MCIP AC Area of Responsibility). Serviced organizations frequently undergo reorganization and workforce shaping in support of changing mission requirements, functions, and objectives.</p> <p>The specialist classifies positions by reference to and in accordance with US Office of Personnel Management classification standards, functional guides, and precedent-settings. Researching appeal decisions, legal references, and agency specific guidance, and must often make fine distinctions and judgement in crediting factor levels for positions. Determines the appropriate pay plan, official title, occupational series, and grade level. The organizations are complex, widespread, and have a wide range of occupations which are professional, administrative, technical, and clerical in nature, including trades and craft positions. The occupations typically have established career patterns. Writes evaluation statements as supporting document to position classification determinations for General Schedule (GS) and Federal Wage System (FWS) positions. Drafts responses and/or briefs to managers, supervisors, and/or other stakeholders to provide clarification of legal references, OPM Classification Standards, OPM Guidance, and other pertinent regulations and policy delineating classification issues. Maintains rapport with managers and supervisors through effective communication of findings to include articulating on grade level distinctions and classification rationale. Ensures coverage of USCS Outside the Continental United States (OCONUS) positions under the Fair Labor Standards Act. Articulates on the importance of coordination between the organization and the MCIP AC-MCBB Security Office with regards to the designation of security clearances and ensures it is supported by an appropriate Position Designation Record. Assigns the appropriate Competitive Level Code for each position to support recruitment initiatives. Assigns the appropriate Bargaining Unit Status codes and coordinates with CHRO Labor Management and Employee Relations Unit to inform the Bargaining Units. Performs administrative duties associated with the US Classification Unit. Checks Defense Civilian Personnel Data System (DCPDS) daily for position review and position establishment requests submitted by the organizations. Downloads and saves supporting documents in respective organization folders created in the Shared drive. Reviews actions for accuracy and completeness. Prints supporting documents and creates hard-copy folders. Uploads current classified position descriptions and current supporting documents in the Total</p>		

Workforce Management System (TWMS). Inputs classification actions in the US Classification Unit database and regularly updates it. Downloads and prepares bi-monthly US Classification Reports in preparation for the bi-monthly unit meeting with HR Leadership. Sends US Classification Reports to the respective organization in separate emails.

Offers authoritative advice and assistance to supervisors and managers to help them achieve the most efficient, effective, and economical usage of human resources in their organizations. Advises management regarding the impact reclassification or restructuring of positions may have on other positions within the organization, manpower requirements, overall organizational structure, and/or financial resources. Coordinates actions with other HR activities, senior management officials, Budget, and Manpower officials. Proposes the establishment and utilization of developmental positions (career ladder/s) for professional and administrative positions. Provides authoritative technical assistance to other HR specialists on position classification, organizational structure and referring complex position management (involving structure) issues to the MCIP AC-MCBB G-1, Manpower Branch. Continually gathers, interprets, and analyzes large amounts of information related to organizational functions, workload, and productivity. Assists managers with planning and implementing reorganizations that typically involve major mission changes and realignments of all/most positions and personnel. Also assist managers with identifying positions that should be reclassified prior to making such changes. Conducts desk audits, as required, to determine the accuracy of work performance and resolves areas of inaccuracy and/or discrepancy with management.

Presents, introduces, and articulates on US Classification to newly appointed supervisors at regularly scheduled Human Resources Management training. Ensures PowerPoint documents are updated before each training. Assists with the submission of Special Retirement Coverage package/s in case of the G-3 Firefighters and Fire Protection Specialist positions. Advises and assists employees with classification appeal procedures, ensuring appeal packages comply with DON, OPM, and USMC guidelines and directives.
Performs other duties as assigned.

Qualification Requirements 資格条件

1. One year of direct experience with wage setting, position classification and position management principles, concepts, practices and techniques sufficient to advise managers; or progressive work experience within human resources or progressive work experience as an analyst; or bachelor's degree in Business or Finance.
2. Good working knowledge of MS Word, power point, outlook, shared point and Excel required.
3. Excellent command of English, both the oral and written language (LPL-3 or above)
4. Knowledge and experience in analyzing documents, directives, and regulations; and making judgmental determinations.

NOTE: Selection of the grade will be determined based on selectee's qualification

Work Schedule : Mon-Fri 07:30-16:30

Required documents/提出書類 :

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