

# 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.

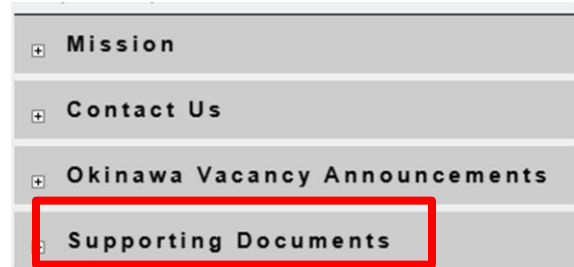
### Application forms 履歴書用紙 :

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](mailto: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](mailto: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](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 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): <b>63-26</b>		
Position Title: <b>Placement Technician, #153/154, BWT1-4/5, LPL-2/3</b>		
<b>MLA F/T Permanent</b>	Number of position(s): 1	<b>Location: Camp Foster</b>
Organization: Civilian Human Resources Office, US Programs		
Area of consideration 募集範囲: <b>Okinawa Wide</b> <b>(MLA/IHAs employed in Okinawa)</b> 沖縄県内にて雇用されている全 <b>MLA/IHA</b> 従業員		Closing date: (提出期限) <b>08 May 2026</b>
<b>Summary of duties:</b> Provide a wide variety of personnel services associated with filing, administering, and managing US appropriated fund positions. General guidance and direction are provided by the supervisor and/or specialist. Work assignment, direction, training, and specific guidance are provided by the supervisory. Work progress and accuracy are reviewed by the supervisory. The supervisor reviews work products for overall satisfaction of mission needs. Provides recruitment services to management for a variety of routine, lower graded US appropriated fund positions. Provides recruitment advice to selection officials and management. Primary functions include but are not limited to: reviewing RPA packets prior to being routed to OCHR; reviewing announcements for accuracy; tracking RPA status through the hiring process; keeping various data systems updated; reviewing qualifications and eligibility for selectees and non-competitive name requests; making job offers; and working the pre employment and in-processing of candidates. Ensures referred candidates meet qualification, eligibility, and physical requirements for referral and selection. Uses a variety of recruitment media and sources to ensure sufficient candidates are recruited. Administers recruiting efforts and referrals in accordance with appropriate regulatory and office guidance. Processes management selections in accordance with appropriate regulatory and office guidance. Administers local and DoD priority placement programs in accordance with appropriate regulatory and office guidance. Ensures local and DoD priorities are properly referred and/or cleared prior to issuance of non-priority referrals. Administers proper local and DoD priority placement registrations. Provides accurate, timely, and professional employment information to applicants, employees, and supervisors. Exercises tact and diplomacy with all customers, co-workers, and management officials. Carries out other personnel support functions, projects, and tasks as assigned in accordance with guidance and direction provided, such as processing, preparing, and issuing PCS orders, both incoming and outgoing.		
<b>Qualification Requirements 資格条件</b>		
<ol style="list-style-type: none"> <li>1) Must have at least 2 years of administrative/clerical experience.</li> <li>2) Must be able to read, write and communicate fluently in English at LPL2/3 or higher.</li> <li>3) Must have general knowledge of office automation software, practices, and procedures (e.g., Microsoft Office Suite, Adobe, Excel, Share Point, etc).</li> <li>4) Must demonstrate an ability to prioritize assignments and manage several assignments at one time.</li> <li>5) Prefer experience in HR, Staffing/Employment field.</li> </ol>		
<b>NOTE: Selection of the grade will be determine based on selectee's qualification</b>		
<b>Work Schedule</b> : Mon-Fri 07:30-16:30		
<b>Required documents/ 提出書類 :</b>		
<ol style="list-style-type: none"> <li>1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415)</li> <li>2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー</li> </ol>		