

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.**

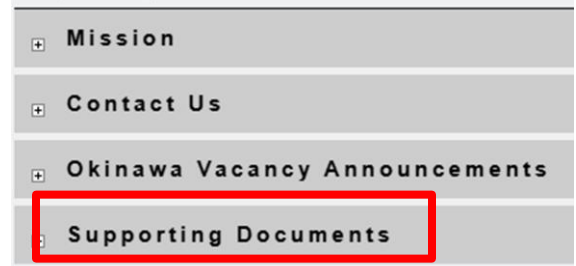
Application forms 履歴書用紙：

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 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
お問い合わせは 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): **71-26**

Date: 12 May 26

Position Title: **Supply Specialist, #0257, BWT-1, Grade-4**

IHA F/T, Permanent

Number of position(s): 1

Location: **Camp Foster**

Organization: MCB Camp Butler, MCCS Div, Logistics Branch, Supply, Property Control Unit

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)

20 May-2026

Task List: This position is located in the Supply Section, Logistics Branch, Marine Corps Community Services Division, Marine Corps Base, Camp Smedley D. Butler. The position will report directly to the MCCS Property Control Officer, NF-04, and serves as a Supervisory Supply Specialist (Shipping and Receiving Supervisor). Due to the importance and the sensitivity of this position, the incumbent must be impartial and possess the capabilities of reporting the facts (on suspect purchased) as noted and discuss these findings with no other individuals other than the MCCS Property Control Officer, Supply Director or higher authority. This position involves the receipt and distribution of all incoming MCCS property purchased via: GCPC, NAFPC, Purchasing Management Branch, the Regional Contracting Office and other mediums for obtaining goods. The shipping and receiving process consists of such items as all NAF property, MCCS funded APF property, Fixed Assets (to included locally controlled items), TBF property, CDC property, Capital Projects, and all BPCO property issued to the MCCS. Dollar value of assts received normally exceeds \$5M per annum.

Serves as the first level supervisor for 2 IHA, 1 MLC and 2 NAF employees. Verifies that incoming shipments are being delivered to the proper activity (M20264/M20265) by TMO/BPCO and DSSC/GSA, and verifies shipping documentation associated with delivered goods along with the safe off-loading of property and proper staging of goods, pending verification of product received. Verifies that authorized personnel are properly signing for receipts goods (which denotes a change of custody transaction), and validates items received as compared to procurement method used to effect the purchase, e.g., compares items received against the purchase order. Jointly schedules, with Foreman B, the safe and timely delivery of items received to the proper requesting activity and is responsible for ensuring that FMB is notified on all incoming electronic type items, and items requiring plumbing installation, and ensures that no deliveries of these types of property is made without the direct approval from authorized FMB representatives.

Identifies discrepancies and forwards appropriate documentation to the MCCS APF Buyer and/or PMB, appropriate requisitioner, as appropriate. Further validates the class of property received, e.g., NAF/APF, along with the verifying the proper requisitioning activity for further delivery of goods. Ensures that all issues made are done so only to those personnel authorized to receive goods. This is accomplished by ensuring updated listings of authorized personnel who can sign for property maintained up-to-date, as this listings reflects only those individuals appointed by the RO as to who can receive items out of the Shipping and Receiving unit/delivered goods. Coupled with this, ensures that all pick-up of property is accomplished via the utilization of Government vehicles and ensures that no pick-ups are made in POV's.

For complicated shipments received, e.g. complex and/or technical property; is responsible for contacting the requesting activity about the shipment received, and authorizes them 72 hours in which to conduct a comprehensive inventory of goods. Based on the results of this inventory, further supply actions may be necessary, e.g. ROD submission, etc. On normal shipments, e.g., easy to identify, compares quantities received against the proper procurement instrument, and processes receipt for goods within the Axson environment, or the local developed tracking program, as appropriate, within 24 hours of receipt of shipment. Reports directly to the Supply Director on any suspect shipments received.

Is directly responsible for the proper tagging of property received with the appropriate MCCS property tag type and further responsible for property tag number assignment and the forwarding of all incoming documentation to the MCCS PCO for further distribution.

Supervises the processing of receipts on property received within the Axson environment as it pertains to customer orders resident within the Axson PO Module. For those orders not reflected in Axson, supervises the receipts of goods into the local system, thus maintain an audit trail of goods received within the unit.

Ensures that all Hazardous material received in through the shipping and receiving section has an accompanying MSDS and identifies discrepancies (HazMat items received with no MSDS) to the Supply Section Hazardous Material Coordinator. Is the Responsible Individual for all the MCCS assets maintained in the S&R area.

Jointly ensures, with Foreman B, the proper operation and maintenance of all assigned equipment and vehicles for S&R and warehouse functions and submits monthly reports, as deemed appropriate on the last workday of each month.

Directly responsible for the training of personnel in such areas as: safe and proper forklift operation, safe handling and off-loading of material, handling and storing of hazardous material, location verification, proper issue procedures, proper file maintenance and the like. Performs other duties as directed.

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Qualification Requirements 資格条件

1. Must have 3 years of working experience in administrative work or 1 year working experience related to supply or purchasing, or have Bachelor degree in any field.
2. Must be able to speak, read and write English in professional manner to communicate with American staff, supervisors, and customers. (LPL2)
3. Have ability to speak, read and write Japanese.
4. Must be proficient with Microsoft Office software and applications such as Outlook, Excel and Word.
5. Working Knowledge in the use of office automation equipment (Fax, Copier scanner, etc.)
6. Ability to review, update and file procurement and supply records.
7. Must have valid driver's license(Futsu) and able to obtain Government Owned Vehicle(GOV) license.

Other Requirements:

8. Must have excellent customer service skills and the ability to answer the phone and take message.
9. Knowledge and experience in NAF purchase or Government Purchase is preferred.
10. Ability to lift/carry heavy items up to 40 lb.(18kg) as needed, and over 40 lb.(18kg) with assistance.

Work Schedule: (Mon-Fri): 07:00-16:00

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