

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.**

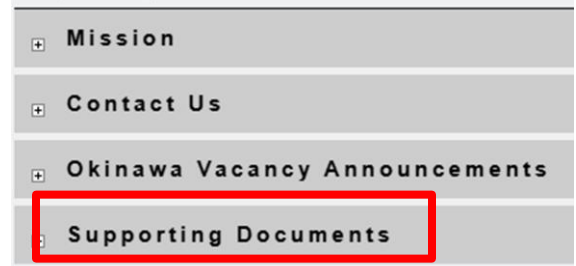
Application forms 履歴書用紙：

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): **72-26**

Date: 12 May 26

Position Title: **Cash Accounting Clerk #0036, BWT-1, Grade-3**

IHA F/T, Permanent

Number of position(s): 1

Location: **Camp Schwab**

Organization: MCB Camp Butler, MCCA Division, Business Ops, Food and Beverage, Beach Head

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: Incumbent serves as a Cashier and Counter Attendant in an assigned MCCA club and restaurant. Duties also include administrative functions pertaining to cashier operations as well as customer service to assist patrons in the assigned club/restaurant.

Receives various forms of payment (cash, check, credit card) from patrons, and operates appropriate Point of Sale (POS) equipment such as electronic cash registers, computerized cash registers, check-verification equipment, and calculators/adding machines in accordance with proper cash handling procedure. Counts and verifies cash for accuracy at time of issue, and turn-in of activity bank and establishes activity banks to appropriate levels as determined by management. Conducts cash counts of activity banks. Conducts Yen/Dollar conversion/re-conversion operation, along with appropriate documentation.

Provides facility and local information to patrons as well as communicates appropriate answers to questions regarding: hours of operation, check cashing, gift certificates, credit card usage, returned check redemption, on-account payments to MCCA, membership benefits, posting customer accounts, computer discounts, processes coupons, etc. Performs as a Counter Attendant at MCCA fast food counter to include Sumo Burritos, Bulldog Burger, Life juice, and Bonsai Coffee etc, by taking orders from customers and serving food items to them. Prepares and serves soft drinks and side orders. Takes orders to the kitchen or prepares simple food items at the counter by order, such as slicing and toasting bagels, wrapping burritos, making specialty coffees, smoothies and fruit juices. Assists with dining room, preparation for lunch, set up and tear down of events as required. Replenishes utensils, refills water glasses and assists patrons when necessary. Coordinates with ARMP (Army Recreation Machine Program) on cash related issues with gaming machines. Attends patrons' s routine and simple inquiries and complains pertaining gaming machines. Ensures general housekeeping and cleanliness of work area, at all times. Other related duties, as assigned.

Qualification Requirements 資格条件

- 1) Knowledge of basic cash handling procedures, be familiar with currency (US dollar and JPN yen), and be able to operate a cash register.
- 2) Ability to speak and read English at a minimum proficiency (LPL 1).
- 3) EPOS or Cashier experience is preferred

Other Requirements:

- 4) Ability to work at various shift schedule including night and weekend.
- 5) Ability to stand prolonged hours.
- 6) The position is occasionally required to lift heavy item up to 25 lb.(11kg) without assistance.

Work Schedule:

(5 days/week) 0800-1700, 0900-1800, 1030-1930, 1100-2000, 1530-0030, 1800-0300

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

注 : 以上の資格証のみを提出してください