

# 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

### ATTENTION

#### 16. WORK HISTORY 職歴

16. WORK HISTORY 職歴	
LIST OF JOBS YOU HAVE HELD (STARTING FROM CURRENT JOB CHRONOLOGICALLY). IF ADDITIONAL SPACE IS REQUIRED, USE SEPARATE SHEET OF PAPER FOLLOWING THE BELOW INFORMATION FORMAT.	
JOB TITLE (IF USFJ EMPLOYEE)	16. WORK HISTORY 職歴
Clerk, IHA	現職の雇用種類 - MLA(MLC), IHA, MA(MC)を必ずご記載ください

**REQUIRED**

Please specify MLA(MLC), IHA, MA(MC)

現職の雇用種類 - MLA(MLC), IHA, MA(MC)を必ずご記載ください

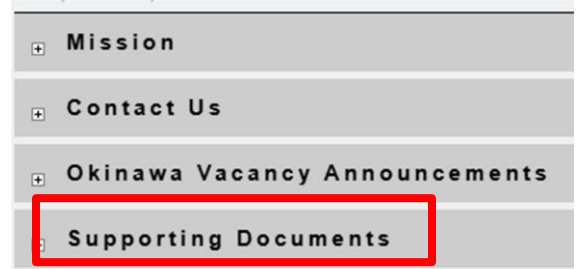
### Application forms 履歴書用紙 :

#### 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):77-26		
Position Title: <b>Office Automation Clerk, #606, BWT-1, Grade-4, LPL-3</b>		
<b>MLA F/T Permanent</b>	Number of position(s): 1	<b>Location: Camp Hansen</b>
Organization: G-F Div, FMB, M&R, North Maint Det., Hansen Unit		
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>27 May 26</b>
<p><b>Summary of duties:</b> Maintains a central source of information for assigned work centers for Facilities Maintenance and Repair matters. Utilizes Maximo to enter data for MLA labor usage on a daily basis, completes, closes, transfers emergency and routine service tickets, work requests, and preventative maintenance work orders. Maintains and updates the database for tracking work assigned to work centers. Duties include collecting and tracking of completed job orders for submission to operations with labor hours used and material costs defined. Receives, prepares, and routes correspondence from the Maintenance and Repair Section to all levels of recipients, to include the Resource Management Branch, Facilities Maintenance Branch, Management Assistant Office, Civilian Human Resource Office, Labor Management Office, Base Safety and other support/command personnel. Prepares correspondence via internal routing to Government of Japan agencies on issues such as recruitment of personnel, MLA travel authorization reports, and issuance of protective clothing and uniforms for personnel. Tracks time and attendance for MLA employees, creates and submits MLA time/attendance sheets and monthly special work allowance to Civilian Pay roll. Coordinates with Civilian Human Resources Office to set up training or briefing for MLA and U.S. personnel. Tasks include preparation of a variety of operational, administrative and technical reports. Moderate translation both English and Japanese information, documents, and provides the information to the MLA's and U. S. personnel as necessary. Verifies and prepares in final format the work data submitted for compiling shop safety report, shop tools and special operating stock (SOS) authorization, request letters, and compiles mileage reports. Prepares SF-182 and TAD requests for MLA employees. The incumbent independently accomplishes clerical functions and preparation of reports and correspondence that are due on an established time basis. Develops and integrates new assignments into existing operating clerical systems utilizing efficient and effective methods and procedures which promote productivity. Assists in minor interpretation at shop level meetings. Receives, maintains tracking logs, and routes correspondence internal/externally for the organization with a full understanding of the various branches and their responsibilities. Receives telephone calls, either routes the call or provides the caller with the required information and/or takes a message. Utilizes available computer software in designing spreadsheets to track organizational requirements. Creates different kinds of automated documents to format organizational charts, rosters, and daily time sheets. Supports the full office of clerical requirements of a maintenance organization with various buildings, mechanical, electrical, utility trades and supporting management. Assists the Lead OA Clerk position with support for the Facility Manager (ex. Water meter readings, design review, overtime requests, utility clearances, power/water outages, distribute various information to all camps, etc.).</p>		
<p><b>Qualification Requirements 資格条件</b></p> <ol style="list-style-type: none"> <li>1. Must be able to speak and write English (LAD-3 or equivalent).</li> <li>2. Must be able to translate both verbal and written correspondence.</li> <li>3. Must have the experience in using computers (Microsoft Word, Excel, Outlook etc.)</li> <li>4. Must have a minimum of one year clerical/administrative experience.</li> <li>5. Must possess a valid driver's license (AT acceptable)</li> <li>6. Experience with Maximo is preferred.</li> </ol>		
<b>Work Schedule</b> : Mon-Fri 07:30-16:30		
<p><b>Required documents/提出書類</b> :</p> <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> <p><b>注: 以上の書類のみを提出してください</b></p>		