

# 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

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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)	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
Clerk, IHA	CVT 2-3 事務職

**REQUIRED**

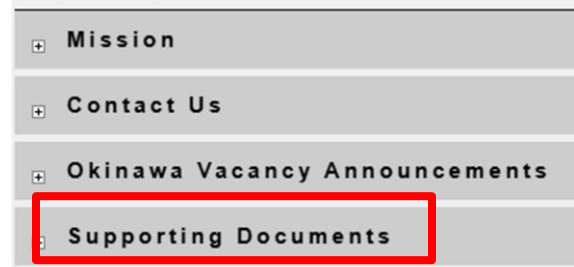
### Application forms 履歴書用紙 :

#### 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 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](mailto:mcipac_chro_jn_empl@usmc.mil)  
お問合せは MLC/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 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): 81-26		
Position Title: <b>Administrative Specialist, #0010, BWT-1, Grade-5, LPL-3</b>		
<b>MLA F/T Permanent</b>	Number of position(s): 1	<b>Location: Camp Foster</b>
Organization: MCB, Camp S. D. Butler, Regional Contracting Office		
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>MLC/IHA</b> 従業員		Closing date: (提出期限) <b>2 Jun 2026</b>
<b>Summary of duties:</b> Provides technical direction specific to the Government Wide Commercial Purchase Card (GCPC) program, as well as general procurement guidance, to cardholders and billing officials on the use of public funds to purchase goods and services under the GCPC program. Assures compliance with the provisions of the GCPC contract with the purchase card servicing bank, and managers associated online management system as directed by Headquarters Marine Corps (HQMC) and Naval Supply Systems Command (NAVSUP) Consolidated Card Program Management Division (CCPMD). Processes application/nominations for program participants, establishes new accounts, and generates letters of appointment and/or Contracting Officer warrants as applicable. Coordinates GCPC implementation with the Marine Corps Installations Pacific (MCIPAC) G-8, III Marine Expeditionary Force G-8, and/or Major Subordinate Command G-8 as appropriate. Ensures that appointing documents have been properly prepared and certified by appropriate officials and that all training requirements have been met before establishing GCPC accounts. Serves as a liaison between US Forces Japan and GCPC participants to request for USFJ 420 EJ Tax Consumption Exemption Forms FY serial numbers and issuing to GCPC Billing Officials. Provides updates on taxation and other policies as they relate to GCPC purchases. Directly deals with Japanese vendors, as required, to resolve problems with credit card transactions, tracking of vendor statistics and increasing credit card usage in the local economy. Conducts Surveillance and auditing, both on-site and via electronic means, of each GCPC account at least annually, as well as random surveillance on a periodic basis, and regular monthly screenings, to ensure compliance with applicable laws, regulations, and current audit/inspection findings. Closely monitors the activity of newly appointed cardholders, ensuring that all purchases are compliant with established policy and procedures. Monitors transactions and initiates temporary or permanent suspension of purchase card privileges for individuals who violate GCPC policy or procedures. Conducts GCPC training to users on regulatory guidance and procedures, both in resident classes and remotely via telecommunication methods etc.		
<b>Qualification Requirements 資格条件</b>		
<ol style="list-style-type: none"> <li>1. Must have civilian driver's license and ability to get U.S. Government license.</li> <li>2. Experience using the Microsoft Office products, Word, Excel, and PowerPoint.</li> <li>3. Organization skills in both hard copy and electronic files for record keeping.</li> <li>4. Confident to speak in front of up to 30 personnel in providing training.</li> <li>5. Customer service skills answering phone inquiries in English (LPL-3 or above).</li> <li>6. Must be able to speak, read, and write Japanese.</li> </ol>		
<b>Work Schedule</b> : 07:30 -16:30, Mon – Fri, 40 hours a week		
<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: 英語能力を証明する書類のコピー</li> <li>3. Copies of the required certificate/license. 必要とされる資格等コピー</li> </ol>		
<b>注</b> : 以上の書類のみを提出してください		