

# 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)	
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

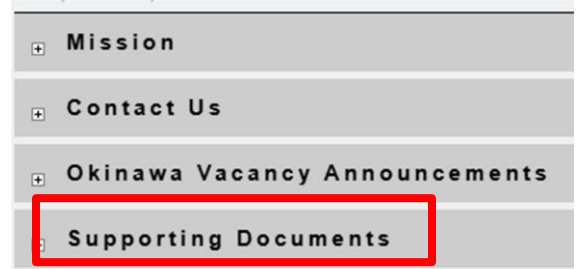
### Application forms 履歴書用紙 :

#### 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):86-26		
Position Title: <b>Office Automation Clerk, #605, BWT-1, Grade-3, LPL-2</b>		
<b>MLA F/T Permanent</b>	Number of position(s): 1	<b>Location: Camp Foster</b>
Organization: G-1 Div, Base Personnel 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>MLA/IHA</b> 従業員		Closing date: (提出期限) <b>11 Jun 26</b>
<p><b>Summary of duties:</b> Maintain the MCB/MCIPAC Sponsorship program by issuing sponsor assignment orders, sponsorship assignment, perform sponsorship tracking by maintaining the sponsorship database, maintain, monitor, issue, and email welcome aboard packages to inbound personnel. Obtain BIO for incoming officers. Prepare Non-Funded TAD and Invitational Orders. Track status of MedEvac or emergency leave Marines; create and/or track MedEvac, emergency leave and student travel orders.</p> <p>Perform general office automation duties requiring knowledge of general office automation hardware and software applications. Duties include word processing and may also include other software such as spreadsheets, databases, graphics, electronic mail, calendars and similar packages. The work requires skills in operating a personal computer; computer terminal linked to a mainframe or local network, and related equipment such as printers, copier/scanner and telephone modems.</p> <p>Perform clerical and administrative duties by using word processing software and printing equipment to create, copy, edit, retrieve and print a variety of standardized correspondence and documents (letters, memos, reports, calendars, etc.) from handwritten drafts into final copy, with responsibilities to correct spelling, grammar, capitalization and punctuation. This includes some documents that require some skill in performing a few nonstandard functions such as arranging tabulated data or performing editing functions to incorporate substantive changes made by originators. Follow software instructions, enter text, make insertions or deletions, or move material from one place to another; store, retrieve, and print a variety of standardized documents using prerecorded formats, form letters, standard paragraphs and mailing lists. Perform routing clerical tasks such as answering telephone, taking messages and/or referring callers to appropriate staff members, as well as prepare and maintain access and phone rosters. Arrange and file items in subject and chronological order. Maintain desktop procedures and related equipment.</p> <p>Research, analyze and extract Marine Corps Total Force personnel data utilizing Report-Net to provide personnel information as needed. Support cross-functional Manpower Branch functions and initiatives; performs other related or incidental duties as assigned.</p>		
<b>Qualification Requirements 資格条件</b>		
<ol style="list-style-type: none"> <li>1. Must have a minimum of one year clerical, technical or administrative work experience in related work.</li> <li>2. Ability to use computer programs (Microsoft Word, Excel, and Outlook etc).</li> <li>3. Must be able to speak, read and write English (LPL-2 level or above).</li> </ol>		
<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>		