

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 E)	
Clerk, IHA	UNIT 2-3 事務職

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

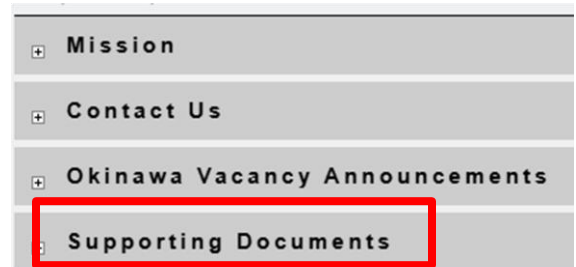
Application forms 履歴書用紙 :

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

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
お問合せは 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

Announcement No. **91-26**Position Title: **MWR Program Assistant, #618, BWT-1, Grade-4, LPL-2****MLA F/T, Permanent**Number of position(s): **1**Location: **Camp Foster**

Organization: MCB Butler, MCCS Div, Semper Fit Branch, Adult Sports Program

Area of consideration 募集範囲:

Okinawa Wide (MLA/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)

24 Jun 2026

Task List: This position serves as a Sports Coordinator to organize and coordinate a wide variety of sports programs for the military and civilian personnel and their families. The work requires ability to communicate in fluent English, (read, write, and speak), to organize multiple community relations programs with the Military and the local national communities in the area.

Organizes various sports tournaments at the installation level for base-wide and island-wide open competitions, ensuring the program meeting the requirements of a diverse population. Such sports programs including but not limited to softball, basketball, volleyball, football, golf, tennis, bowling, racquetball, wrestling, soccer, martial arts etc. Arranges for the necessary supplies, transportation, venue reservations, and services to accomplish the preparation and execution of scheduled sports activities. Coordinates all field maintenance for recreational use as well as for formal competitive events, ensuring athletic fields to be used are in the proper condition. Provides World-Class Customer Service to all the patrons who participate in the sports events.

Prepares after-action reports for all events and other reports as required by the Adult Sports Director. Provides feedback and recommendations to the supervisor on customer inquiries into expendable equipment and retail product assortment. Plans, coordinates, and executes short and long-range sports calendars. Performs other related duties as assigned.

Qualification Requirements 資格条件

- 1) Ability to communicate in fluent English and Japanese, (read, write, and speak) and serve as an interpreter/translator. (LPL-2).
- 2) Must have knowledge or experience in organizing or coordinating sports events.
- 3) Must be able to obtain and maintain a Government Owned Vehicle (GOV) license to operate vehicle up to 2 tons (Japanese Driver license(普通) is required). (A/T is acceptable.)
- 4) Must have customer service skills to communicate effectively, the ability to answer the phone and take message.
- 5) Knowledge of basic computer software (MS Word, Excel, Outlook, Power Point).

Other Requirements:

- 6) Excellent organizational and research skill, attention to detail. Must be proactive.
- 7) Must have excellent interpersonal skills.
- 8) Must be able to multitask and prioritize work and special assignments to meet strict deadlines.
- 9) Must be able to attend and pass CPR and First Aid Training.
- 10) Must be able to perform prolonged standing, walking, reaching, lifting, and carrying objects up to 45lbs (20.5kg).
- 11) Must be able to work at other locations/camps.
- 12) Must be able to work flexible work hours including nights, weekend, and holidays.
- 13) Must be able to complete pre-employment and annual health check and immunization and provide evidence of immunization. (e.g., Annual flu shot).

Primary work schedule (Mon-Fri): 0730-1630, For special events (Mon-Sun) 5 days, 40hrs per week**Required documents/ 提出書類 :** 注 : 以下の資格証のみを提出してください

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
3. Copy of the Driver's license: 運転免許証のコピー

注 : 以上の資格証のみを提出してください