

# 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).<br>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)<br>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**

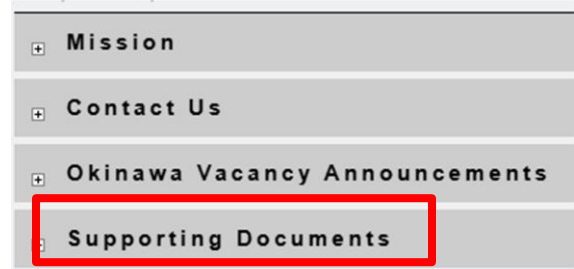
### Application forms 履歴書用紙 :

#### 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](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)<br>Paper Based<br>Test | TOEFL (CBT)<br>Computer<br>Based Test | TOEFL (iBT)<br>Internet<br>Based Test | CASEC     | EIKEN<br>英検 |
|--|-----------|----------|------------------------------------|---------------------------------------|---------------------------------------|-----------|-------------|
| 4 – Exceptional<br>特段の能力を要する             | 860 ~ 990 | NA       | 600 ~                              | 250 ~                                 | 100 ~                                 | NA        | 1st         |
| 3 – Fluent<br>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<br>平均的能力を要する                 | 550 ~ 729 | 75 ~ 89  | 460 ~ 549                          | 140 ~ 209                             | 50 ~ 79                               | 560 ~ 869 | 2nd         |
| 1 – Elementary<br>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<br>最小限の能力を要する            | 350 ~ 399 | 40 ~ 64  | NA                                 | NA                                    | NA                                    | NA        | 3rd         |
| 0 – No language proficiency<br>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): 93-26   |                          |  |
| Position Title: <b>Employee Management Relations Technician, #65/#260, BWT-1, Grade-4/5, LPL-2/3</b>   |                          |  |
| <b>MLA F/T Permanent</b>   | Number of position(s): 1 | Location: <b>Camp Foster</b>             |
| Organization: CHRO, US Programs, Employee & Labor Relations Unit   |                          |  |
| Area of consideration 募集範囲:<br><b>Okinawa Wide</b><br><b>(MLA/IHAs employed in Okinawa)</b><br>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)<br><b>24 Jun 26</b> |
| <p><b>Summary of duties:</b> Researches and interprets Department of State Standardized Regulations (DSSR), Department of Defense (DoD) regulations and Joint Travel Regulation (JTR) to provide procedural guidance on authorization and payment of overseas allowances for eligible U.S. civil service employees. Determines eligibility of applicants or employees for allowances and computes the allowances to be authorized. Independently provides advice and guidance to management officials and/or employees on regulatory requirements during Permanent Change of Duty Station (PCS) process and after arrival. Assures that correct procedures are followed when submitting requests for overseas allowances. Refers unusual or complex cases to Supervisor and/or HR Specialist for further guidance. Prior to referral of complex cases, thoroughly researches the case and prepares a recommendation of best course of action for the Supervisor to consider. Prepares and makes presentations at New Employee Orientation (NEO) and other briefings as necessary. Computes/processes overseas allowances and advance pay to be authorized. Reconciles Living Quarter Allowance (LQA) annually and/or when employee separates or transfers. Inputs overseas allowances data into the Defense Civilian Personnel Database System (DCPDS) and works with Customer Service Representatives (CSR) of services activities, such as Defense Finance Accounting Service (DFAS), and Office of Civilian Human Resources (OCHR). Regularly collaborates with to resolve overseas allowance issues. Performs thorough review and analysis of inaccurate or erroneous claims as needed and elevates matter to supervisor if ii cannot be resolved at their level. Provides technical advise to HR Specialists for grievances and appeals related to overseas allowances, e.g., CBCA/OPM. Provides technical guidance on DCPDS/DCPS and other computerized system(s). Provides clerical support to the programs in the Division. Greets visitors to the Division. Assists with drafting and types correspondence, reports, directives, and manuals for the Division. Maintains files, correspondence, reports, directives, and manuals. Answers telephone calls and provides procedural information and materials based on knowledge of the Division's function. Collects data and compiles reports on programs as requested. Provides information and processes paperwork on Voluntary Leave Transfer Program, Family Friendly Leave Program, Family Medical Leave Act, Overseas Special Travel program, and Incentive Awards. Must be able to read and translate receipts, utility bills, off base rent contracts, etc. prepared in Japanese to English. Performs other duties as assigned.</p> |                          |  |
| <p><b>Qualification Requirements 資格条件</b></p> <ol style="list-style-type: none"> <li>1. At least 3-year administrative experience.</li> <li>2. Must be able to communicate in verbal/written at LPL-3 level.</li> <li>3. Must have computer software knowledge (Word, excel, power point, access, etc.).</li> <li>4. DCPDS experience preferred.</li> </ol> <p><b>*Determination of grade level will be made by management at the time of selection.</b></p>   |                          |  |
| <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>  |                          |  |