

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

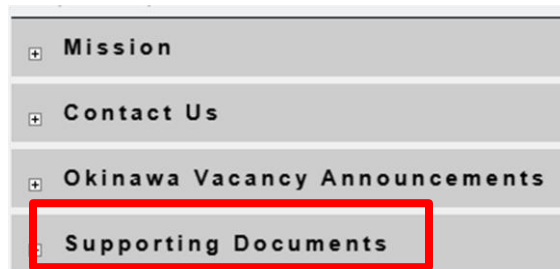
Application forms 履歴書用紙 :

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 LPL.

Announcement No. **94-26**

Date: 16 Jun 26

Position Title: **Procurement Clerk, #219, BWT-1, Grade-4**

IHA F/T, Permanent

Number of position(s): **1**

Location: **Camp Foster**

Organization: MCB Butler, MCCS Div, Business Ops, Retail, Arts & Crafts, Foster Custom Shop & Framing

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)

25 Jun 2026

Task List: The position is responsible for the procurement of all promotional items for MCCS Okinawa to include Camps Fuji and Mujuk. The incumbent serves as the primary liaison between the end-customer and the vendor. These purchases include MCCS-logo items such as event T-shirts, promotional items for MCCS hosted events, and all awards for all MCCS events.

Receives purchase requests/orders from the customers and researches vendors in both local and United States with best price and services to meet customers needs. Provides customers with advisories pertaining to the effectiveness of the designs, color contrasts and arrangement/layout of the work. Works closely with the customer through numerous meetings, e-mails, or phone calls, to determine the final design and to ensure the desired outcome is met. Relays all pertinent information to the vendor and receive the invoices. Makes payment for invoices through NAF Purchase Card (NAFPC) or electronic Purchase Requests (ePR), depending on the value of the invoice. Ensures compliance with all policies regarding both methods of payment and related paperwork. Ensures that orders and deliveries are completed within the timeframe required by the end-customer. The incumbent works with both English and Japanese-speaking vendors and needs to be fluent in both languages in written and orally. Once inventory arrives, ensures that items are received according to the policy. Prepares invoice to the end-customer and ensures that accurate payment is made by the customer through intra-MCCS Sales system. Assists in the procurement and payment of supplies for Foster Framing and Fine Arts, the Custom Shop, and Courtney Arts and Crafts as needed. Assists with maintaining inventory with the manager, and performing monthly inventory counts. Submits ePR (Electronic Purchase Request) for special order. Acts as caller and receiver of BPA with multiple retail vendors as needed. Assists in performing sales clerk duties, works with cash register, accepts and handles cash collection from authorized patrons and prepares daily activity reports. Responsible for the orderly operations of the facility ensuring that it is clean and organized. Assists in operating the standard and laser engraver; assists as needed on projects on the operations floor to include engraving, mounting, organizing, cleaning, drilling, cutting, and color-fill painting. Performs other related or incidental duties as assigned by the Facility Manager. This position subject to work at various location (eg, Courtney Arts and Crafts) and will need to acquire a GOV license.

Qualification Requirements 資格条件

- 1) Ability to communicate in both English and Japanese - speak, read, write, and understand in a business environment.(LPL-2)
- 2) Must have at least 1 year of administrative or supply order experience or education that the candidate can demonstrate an ability to perform variety of clerical duties.
- 3) Must have skills in using computer software applications including Microsoft Office – Microsoft Word, Excel, and PowerPoint. Ability to maintain and update project files and provide database management.
- 4) Must have a valid driver's license (Futsu, Only AT acceptable) and be able to travel between facilities using a GOV to different camps as required.

Other Requirements:

- 5) Must have excellent interpersonal and customer service skills.
- 6) Ability to conduct independent research, manage multiple tasks and accomplish work in timely manner.
- 7) Able to work outside the normal schedule hours (to include weekend) for special occasions as needed.
- 8) Must be able to lift 20 lbs. (9 kg) independently and over 20 lbs. with assistance

Primary work schedule (Mon-Fri): 09:00-18:00

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