

MLC/IHA Position Vacancy Announcement



Civilian Human Resources Office
Marine Corps Installations Pacific-MCB Camp Butler
U.S. Marine Corps

MLC/IHA 求人募集

海兵隊 民間人人事部

Vacancy Announcement/求人広告

ATTENTION

Application form has been updated as of 1 Oct 25.

2025 年 10 月 1 日より履歴書が新しくなりました。

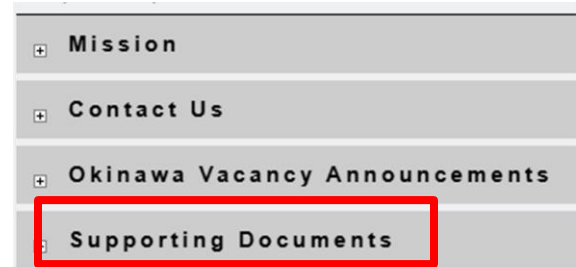
Application forms 履歴書用紙 :

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire

NEW URL : <https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/#In-staffing>

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 job title and PWO#
メールの (Subject) 件名 には応募する職種名と PWO# 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.

Date: 7 Nov 25

Announcement No. 160-25		
PWO #: 246	Position title: Budget Analyst, #0021 BWT-1, Grade-6, LPL-3	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: Host Nation Support Office		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Japan) 日本国内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 17 Nov 25
Summary of duties: Maintains the Host Nation Support Office Labor Cost Sharing (LCS) Program of Government of Japan (GOJ) for Marine Corps Installations Pacific (MCIPAC), Commander Marine Forces Japan (CMFJ) foreign national indirect hire personnel employed under the provisions of the Special Measures Agreement (SMA). The LCS program contains personnel and payroll record data for all Japan based MCIPAC commands including MCB Butler, MCAS Iwakuni, MCAS Futenma, Camp Fuji, and reimbursable customers such as III MEF and DLA. The data is maintained in an Access data base provided by the Labor Management Office (LMO) HQ and broken down by Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) employees for each command. The incumbent collects all required data, performs daily reconciliations to ensure accuracy, and contacts the local LMO offices and USFJ-J51 as required if discrepancies arise. Validates calculation method of USFJ LCS allocation distribution and requests adjustments to the allocation from J51 if incorrect. Distributes the CMFJ allocation to each command based upon previous year LCS execution. Prepares SF 1034 or other acceptable payment voucher forms monthly as required to reimburse the GOJ, from other service components and MCCS to cover LCS shortfalls. Serves as the CMFJ LCS specialist to USFJ. Develops and prepares a variety of financial execution and personnel reports for command fund managers such as monthly SMA LCS execution reports and on-board strength reports. Supports Host Nation Support Officer and Joint Labor Resource Committee (JLRC) representatives by preparing and providing all necessary data and reports regarding LCS issues. Provides LCS shortfall obligation requirements to responsible command fund managers and ensures they take appropriate action to obligate funds in DAI to cover their respective shortfalls. Continually monitors that CMFJ has sufficient obligations in totality to cover any GOJ LCS invoice. Prepares bulk obligation documents and DD 250 expense forms for command fund managers to support their DAI accounting entries. Monitors the HNSO share point site daily to prepare MLC & IHA cost estimates when organizations request to promote a current position, establish a new position or temporarily hire a Limited Term Employee (LTE) that may result in a double encumbered position. Serves as a backup to administratively support the unit or serve as an interpreter in meetings with GOJ officials in lieu of the HNSO Interpreter/Translator position in absence of the incumbent as required. Travel may be required.		
Qualification Requirements 資格条件 1. Must have the ability to speak, read, and write in English (LPL-3 or above). 2. Must have the ability to operate a computer and related software (Microsoft Excel, Word, Outlook, PowerPoint, and Access). 3. Must be highly proficient with Microsoft Access for database management and reporting. 4. Must have strong written and verbal communication skills.		

5. Must have experiential knowledge of accounting principles, financial management, and budgeting procedures.
6. Must have knowledge of budget formulation, execution, and validation.
7. Familiarity with Power BI or other data visualization tools is highly desirable.
8. Must have the ability to analyze and prepare detailed financial reports and coordinate with both U.S. and Japanese counterparts.
9. Must have a minimum of two years of relevant experience in accounting, finance, or administrative work.
10. Must have the ability to consolidate and manipulate large amounts of data for analysis and to create comprehensive reports for decision making.

Work Schedule : Mon-Fri 07:30-16:30

Required documents/ 提出書類 :

1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire: 履歴書&質問票
2. Copy of the required certificates/licenses. 必要とされる資格等のコピー