

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。

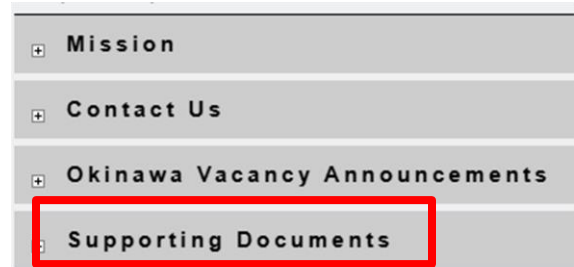
Application forms 履歴書用紙：

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.

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| Announcement No. 167-25 | | |
| PWO #: 258 | Position title: Interpreter-Translator, #102/103, BWT-1, Grade-5/6, LPL-4 | |
| MLC F/T Permanent | Number of position(s): 1 | Location: Camp Foster |
| Organization: Defense Policy Review Initiative (DPRI) | | |
| 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) 11 Dec 25 |
| <p>Summary of duties: Interprets in bilateral meetings and on-site discussions with various Government of Japan (GOJ) representatives on technical matters pertaining to DPRI facilities construction and post-construction warranty. Translates technical documents from English to Japanese and from Japanese to English for communication with GOJ representatives. Includes construction and warranty inspection comments for architectural, mechanical, civil, electrical and communication disciplines, technical manuals, analysis reports, official and e-mail correspondences, meeting agendas, presentation materials, and minutes. Liaisons with the Camp, key MCIPAC Staff Sections and other USG agencies to coordinate a wide range of GOJ requests including but not limited to surveys, site use, and other construction support. Coordinates the necessary base access passes, safety briefs, permits, and service tickets associated with the above. Keeps abreast of media reports pertaining to the DPRI program and provides translations or verbal explanation of important articles to DPRI leadership for awareness of political sensitivities and public issues associated with the program.</p> <p>*Determination of grade level will be made by management at the time of selection.</p> | | |
| Qualification Requirements 資格条件 <ol style="list-style-type: none"> 1. Fluency in the English and Japanese languages and experience as translator/interpreter. 2. Understanding of technical discussions related to construction is desirable. 3. Proficiency in basic office software such as Microsoft Outlook, Word, Excel, and PowerPoint. | | |
| Work Schedule : Mon-Fri 07:00-16:00 | | |
| Required documents/ 提出書類 : <ol style="list-style-type: none"> 1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire: 履歴書&質問票 2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー | | |