

# 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

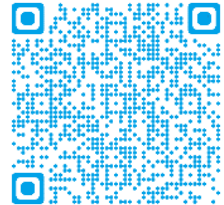
### Application forms 履歴書用紙：

#### MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire

Forms may be found at the link below or QR code.

求人案内、履歴書は下記リンクまたはQRコードからダウンロードできます

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>



Application Form/履歴書

### 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。

### Important Notice with Email submission メール提出についての注意点

**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。**

**We will send acknowledge receipt when we received your resume. If you did not receive our acknowledgement, please contact us at 645-3370/098-970-3370.**

履歴書受取後、受領メールを返信致します。返信メールが届かない場合は 645-3370/098-970-3370 までご連絡下さい。

## 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) 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. <b>136-25</b>		26 Sep 25
PWO #: 203	Position title: <b>Personnel Staffing Specialist, #475, BWT-1, Grade-6, LPL-3</b>	
<b>MLC F/T Permanent</b>	Number of position(s): 1	Location: <b>Camp Foster</b>
Organization: Civilian Human Resources Office, US Programs		
Area of consideration 募集範囲: <b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b> 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) <b>6 Oct 25</b>
<p><b>Summary of duties:</b> Plan and implement continuing personnel management services and/or programs in the following assignments to designated organizational elements and/or programs. Management advisory services include conducting training and providing recommendations, advice, and assistance from a broad personnel management viewpoint. Maintain a high degree of visibility and open communications with managers and supervisors in order to identify personnel management needs, and provide timely and high quality service. Provide recruitment and placement services to assigned organizations. The organizations have positions that are predominantly professional and administrative in nature, but also may include some clerical, trades, and crafts positions. The positions are in somewhat complex but relatively stable organizations, and have established career paths. The work processes of these positions are mental, judgmental, public contact, or coordinative in nature. Process a variety of requests for personnel action to fill the positions and/or to career promote, reassign, or otherwise place employees. Identify under-represented skills in the workforce, and determine how they can be addressed in the recruitment process. Coordinate local, DoN/USMC, Alternate Placement Program (APP), and Office of Personnel Management priorities for positions to be filled and make some involved qualification determinations. Work independently or with supervisory and/or non-supervisory subject matter experts to identify and develop the most appropriate methods for to fill vacant position. This includes reviewing applicants for non-competitive placement rating and analyzing resumes and other personnel documents related to management's decisions, incentive requests, and overseas tour extension packets. Assist management in the review of job analysis, interview questions, and the pre-employment process. As required, explain determinations and grievance procedures to applicants. Coordinate various types of special placement programs, such as DoD APP, medical placement, handicapped and disabled, Veterans Recruitment Appointment, Veterans Employment Opportunities Act (VEOA), and disabled veterans programs. Ensure that the RPA tracker and other HR data systems are accurate and updated. Extend job offers, establish reporting dates, and coordinate with all responsible personnel to ensure pre-employment requirements are met in a timely manner.</p> <p>Perform recruitment and placement, and affirmative employment advisory services. Identify the true nature of management problems and consider them from the total personnel management viewpoint. For instance, if particular jobs requiring specialized skills cannot be filled, assist in the planning of a solution on availability of needed skills and previously overlooked sources of candidates, and achieving full utilization of available skills. Coordinate with supervisors, managers, and other HR specialists on possible staffing repercussions of reorganizations, placement actions, or regulatory changes. Support the affirmative employment program by advising supervisors and managers on the fundamental legal employment program plans. Review progress toward achieving objectives and provide feedback to management regarding trends and/or changes to enhance achievement of these objectives. Recommend strategies for overcoming employment and promotion barriers.</p> <p>Interpret regulations relating to appointment status, promotions, reassignments, changes to lower grade, 25% position changes, termination of limited appointment, resignations, reductions in force, PCS orders etc. a Review paperwork to effect personnel actions (RPAs, NPAs, appointment forms, etc.). Mentor and train assistants in the HR process. Authenticate personnel actions. As required, counsel employees regarding personnel actions, pay, etc.</p> <p>Prepare written correspondence and other documents. Write a variety of documents to include items for news 10% letters, responses to congressional inquiries, reports of special studies, scripts for briefings, letters responding to inquiries from employees and other customers, and supplements to regulations and directives. Participate in the preparation of Standard Operating Procedures. Review and provide comment on draft policies and regulations from higher headquarters. Prepare, draft, review, and issue Permanent Change of Station (PCS) orders.</p>		

**Qualification Requirements 資格条件**

1. Must be able to read, write and effectively communicate in English (LPL-3 or above).
2. Must have a good knowledge of grammar, spelling, capitalization, punctuation and general English terminology.
3. Must be able to use PC and related software (Word, Excel, Power Point, Share Point, etc.)
4. Must have good customer service skills, teamwork, telephone etiquette, problem solving skills, and data entry skills.
5. Ability to manage multi-tasks and accomplish tasks in timely manner.
6. Ability to conduct independent research and provide analysis/interpretation of Navy and Marine Corps directives, review DOD regulations, Joint Travel Regulations, 5 CFR and provides recommendation on actions required.
7. Ability to make authoritative judgements; and prepare effective analyses, briefings and reports.
8. Background in Human Resources (knowledge of Federal HR recruitment) is highly desirable.

**Work Schedule:** Mon-Fri: 0730-1630**Required documents/ 提出書類 :**

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & 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

注：以上の資格証のみを提出してください