

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. Previously submitted applications prior to 30 Sep 2025 will be accepted.

2025 年 10 月 1 日より履歴書が新しくなりました。2025 年 9 月 30 日までに提出された履歴書の再提出は不要です。

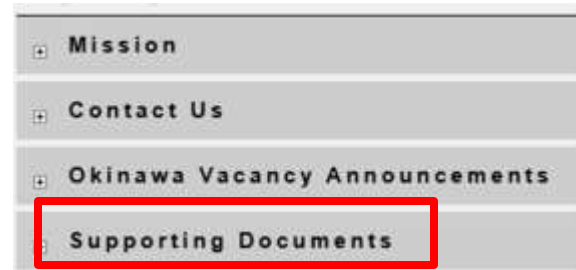
Application forms 履歴書用紙 :

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.

Announcement No. **139-25**PWO #: 209 | Position: **Accounting Technician, #0007, BWT-1, Grade-4****IHA F/T, Permanent** | Number of position(s): **1** | Location: **Foster**

Organization: MCB Camp Butler, MCCS Div, Finance Branch, Shared Services Center Japan (SSCJ), Payroll

Area of consideration 募集範囲:

Okinawa Wide (MLC/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)

9 Oct 25**Task List:** As a payroll technician, performs a full range of payroll duties for approximately 950 NAF and 530 IHA employees as follows;

a) Validates NAF timecards entered in the PeopleSoft system and IHA time sheets entered in the automated MCCS payroll systems for completeness and accuracy. b) Sets up and changes employee accounts to reflect pay changes resulting from personnel actions, deductions of temporary changes affecting one or a few pay periods, reimbursement of Tuition Assistance (TA), Travel, TAD, COLA, etc. c) Examines IHA payroll data such as night differentials, remaining leave balance for the employees who are on leave status, e.g., Pregnancy Leave, Child Care Leave, Sick Leave, limited and trial period employees, etc. for accuracy. Prepares and sends Labor Management Office (LMO) payroll correction requests to correct errors in the previous payroll records. d) Computes bi-weekly/monthly pay and taxes and annual statement of earnings and deductions. e) Coordinates with facility managers and timekeepers for status and incorrectly prepared timecards. Researches for missing timecards. f) Manually computes pay due for off-line payments to employee. Computers adjustments to pay such as back pay, post differential, post allowance. g) Audits authorization documents for completeness, accuracy and propriety. h) For IHA Payroll, validates LMO reports to MCCS processed reports for accuracy of data and amount of pay. Initials necessary adjustments for errors in MCCS reports. Reports discrepancies in LMO reports to supervisor for appropriate action. i) Coordinates with IT Specialist at MIS for IHA payroll on-line system adjustments and improvements. j) Performs file maintenance for NAF and IHA payroll reports. k) Assists facility managers and employees with a wide variety of questions pertinent to NAF and IHA payroll, e.g., account set-up for new hires, Mourning Leave, payroll during typhoon, leave donations, etc.

Performs accounting related functions that utilize double-entry accounting standard for the NAF payroll. This includes entering NAF payroll data into database and generating general journal vouchers to make pay adjustments and corrections to the general ledger. Researches for discrepancies and ensures that corrections are made. Performs other related duties as assigned.

Qualification Requirements 資格条件

1. Must be able to speak, read and write English in professional manner to communicate with American staff, supervisors, and customers. (LPL2), (LPL-3 preferred)
2. Must have experience in data entry and possess attention to detail.
3. Must be proficient in Microsoft Office software application programs (Excel, Word, Access, PowerPoint).

Other Requirements

4. Must possess the ability to manage multiple projects, work independently, prioritize work and deadlines, multi-task and function effectively in a fast paced and team oriented professional environment.
5. Must be able to effectively communicate with members of other departments and external customers.

Work Schedule : (Mon-Fri) 0730-1630**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 English Proficiency Test: 英語の語学能力を証明する書類のコピー

注 : 以上の資格証のみを提出してください