

# 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。

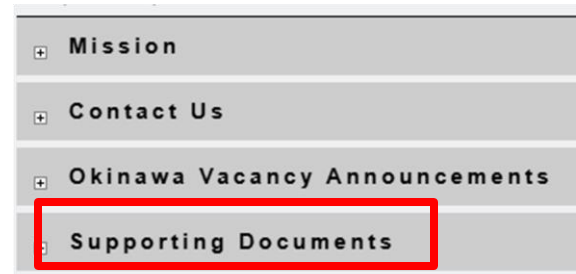
### Application forms 履歴書用紙：

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](mailto: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](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.

Date: 2 Oct 25

<b>Announcement No. 141-25</b>		
PWO #: 211	Position title: <b>Personnel/Manpower Coordinating Clerk, #0410 BWT-1, Grade-4, LPL-2</b>	
<b>MLC F/T Permanent</b>	Number of position(s): 1	Location: Camp Foster
Organization: MCB, Camp S. D. Butler, G-4 Division, Motor Transport Branch		
Area of consideration 募集範囲: <b>Okinawa Wide</b> <b>(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>14 Oct 25</b>
<b>Summary of duties:</b> Assists Motor Transportation Specialist, Foreman, and U.S. Supervisors in each of specialized area as the expert source of information on all the clerical/administrative details of maintaining the MLC program operations for Motor Transport Branch. Prepares standard correspondence and forms working from unedited and various source documents; makes corrections on errors or uses guidelines that are not applicable to all work situations, and selects the most appropriate guideline and decide how to complete the various transactions; translates variety of documents from English to Japanese and vice versa; as necessary, acts as an interpreter for U.S. supervisors and MLC employees in various occasions such as conferences, phone calls, briefings, job interviews, lectures, counseling, etc. The work includes maintaining time sheets and attendance records for total of 213 MLC employees comprising of 113 employees in Operations section and 100 employees in Maintenance/Headquarters (HQs) section. Each position will be rotationally assigned to these sections (i.e., Operations section/Maintenance & HQ section) in an annual manner, verifying their overtime, night differential, holiday work and annual leave balances; completing requests for Personal Work Order for recruitment, personnel actions, processes all request for Common Access Card (CAC), and base access pass requests and distributes forms and instructions for MLC employees ensuring timely and proper completion of the requested actions; tracks receipt of information from offices in response to requests for information for various reports; processing recommendation letters, duty rosters, leave request etc. Acts as the primary point of contact with Human Resources Office (CHRO) and Labor Management Office (LMO) for completing request for purchase of protective clothing and uniforms for MLC employees, manages proper uniform procedures to ensure that each item requested by an employee is listed on the Table of Uniform (T/U) and is consistent with the uniform afforded for each respective job title prior to the submission to CHRO; maintains, tracks, and updates the data such as name of employees, job title and number, nomenclatures and specifications, color, quantity, size, and a cycle period of each uniform. The position may operate motor vehicle to deliver and receive the documents such as personnel action requests, correspondences, Government official mails, messages etc.		
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"><li>1. Must have driver's license.</li><li>2. Must be able to operate office automation software to include MS Word, MS, Excel, Outlook.</li><li>3. Must have strong communication skills to communicate with MTB employees, CHRO, LMO etc.</li><li>4. Prefer to have experience in preparing and processing MLC time sheets and Personnel Action.</li></ol>		
<b>Work Schedule</b> : Mon-Fri 07:30 -16:30, 40 hours per week		
<b>Required documents/提出書類</b> : 1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire: 履歴書&質問票 <b>注：以上の書類のみを提出してください</b>		