

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

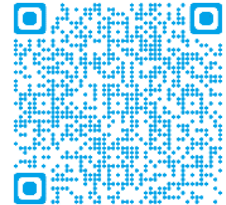
Application forms 履歴書用紙：

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
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.86-25			
PWO #: 130	Position title: Personnel/Manpower Coordinating Clerk, #410, BWT-1, Grade-4, LPL-3		
MLC F/T Permanent		Number of position(s): 1	Location: Camp Foster
Organization: G-F Div, Resources Management Branch			
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) 7 Jul 25	
<p>Summary of duties: Acknowledges the requirement for personnel actions and briefs the status of actions to Resources Management Officer (RMO). Initiates and routes all types of Request for Personnel Actions (RPA) to include transfers, reassignments, recruitments, retirements, leave without pay, position description reviews and establishment, position reclassification, promotion, establishment, etc. Initiates RPA in Defense Civilian Personnel Data System (DCPDS). Verifies all RPAs are correct and have required supporting documentation. Maintains Access Personnel database, Excel Spreadsheets, Power Point Presentations, Share Point reports, graphs and flowcharts for RPAs and G-F Division personnel. Monitors temporary appointments and coordinates Overseas Tour Extension request packages with management throughout organization. Keeps management and supervisors abreast of personnel actions status (that is from initiation to completion). Works closely with Civilian Human Resources Office (CHRO) on personnel type procedures. Overseas Check-in /Check-out process of incoming and outgoing personnel and other related/incidental duties as assigned. Initiates Table of Organization and Equipment Change Requests. Gathers data and or information required to process revision or establishment of Billet Identification Codes on G-F Table of Organization (T/O) as required by G-1 Manpower; also monitors status from start to completion of TOECR. Recognizes discrepancies on the T/O and informs management of the proper procedures for correction. Maintains Position Descriptions (PDs) and T/O. Distributes personnel type information to supervisors, managers and employees. Appointed G-F Defense Travel Routing Official/Reviewer. Assists DTS users and Approving Officials in understanding and clarifying transportation entitlements and policy as per applicable references, in order to stay within Department of Defense travel guidelines. Works closely and consults with DTS Organizational Defense Travel Agent (ODTA). Coordinates with Commercial Travel Office (CTO) to address any flight issues that arise during travel planning and contacts GTCC APC for any related travel card relates. Remains current with travel policies and regulations, i.e. Joint Travel Regulation. Cites information as requested or required. Receives visitors and incoming telephone calls. Responds to routine and nontechnical requests for information such as status reports, suspense dates and similar. Maintains calendars/daily schedules for the RMO. Reminds RMO of appointments and provides brief summation of matter to be discussed. Assigned G-F Training Coordinator. Training Coordinator tracks mandatory training, publishes training announcements, reviews for accuracy and maintains SF182 and assists staff members with researching training courses or classes. Advises RMO on training completion status for the division. Provides Time and Attendance (T&A) support. Maintains electronic records and hard copy files on compressed work schedule and DD577 for time and attendance approvers. Provide reminders and basic T&A support.</p>			
<p>Qualification Requirements 資格条件</p> <ol style="list-style-type: none"> 1. Must possess Language Proficiency Level 3 or above. 2. Specialized Experience: processing personnel paperwork, compiling and presenting data for reports, providing basic information on personnel matters; maintaining a variety of personnel and general administrative records and files; providing orientation, dealing with a variety of personnel actions; typing to accomplish word processing/office automation responsibilities; receiving visitors and telephone calls and exercising judgment in screening those which can be handled personally or be referred to other staff personnel or divisions actions. 3. Prefer to have experience and be able to use the Defense Civilian Personnel Data System (DCPDS). 4. Prefer to have experience and be able to generate, initiate, AND route various types of Requests for Personnel Actions (RPAs). 5. Prefer to have experience and able to submit a Table of Organization (T/O) request. 6. Must have a valid Driver's License (AT is acceptable). 			
Work Schedule: (Mon-Fri): 0730-1630			
<p>Required documents/提出書類 :</p> <ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & 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 3. Copy of the GOJ Driver's license 運転免許証のコピー 			