

# 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

### ATTENTION

コロナ感染予防の為、海兵隊MLC/IHA 求人募集に応募される方は、履歴書をメールにて提出して頂く様ご協力をお願いいたします。

**履歴書 : MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire**

求人案内、履歴書は下記リンク参照

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

**提出先 : mcipac\_chro\_jn\_empl@usmc.mil**

- 履歴書 (MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14)& Questionnaire) に添付する資格書類は、求人募集にて要求されているもののみ提出下さい。(求人募集に明記してあります)。
- 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。(Kadena CPO 及び Navy HRO への投函は一時停止しております)。
- 応募を希望する従業員は締切日の 16 : 30 までに人事部日本人雇用係 (メールによる応募も同様) に提出して下さい。不備のある書類は受け付けられません。
- 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。
- お問い合わせは日本人雇用係 (645-3370/098-970-3370) 又はメール mcipac\_chro\_jn\_empl@usmc.mil でご連絡下さい。

**During the global coronavirus pandemic, we are encouraging applicants to submit application package(s) through email.** Hard copy application package(s) are only accepted at drop box located at Camp Foster, Bldg#495. KAB CPO and Navy HRO drop box are closed until further notice.

Application: **MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire**

MLC/IHA Announcements, application form are available at below link

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

Submit to: **mcipac\_chro\_jn\_empl@usmc.mil**

- Submit ONLY applicable documents listed in the announcement along with your application.
- Submit your application package (hard copy) in drop box located at Camp Foster, Bldg #495. (KAB CPO and Navy HRO drop box are closed until further notice)
- Application with required documents must be submitted to JN 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.
- Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. Your application package will not be returned once submitted.
- For more information: JN Employment unit, phone: 645-3370/098-970-3370 or email to: [mcipac\\_chro\\_jn\\_empl@usmc.mil](mailto:mcipac_chro_jn_empl@usmc.mil)

Date: 5 Oct 20

Announcement No. <b>86-20</b>		
PWO #: 142	Position title: <b>Administrative Specialist, #10, BWT-1, Grade-5, LPL-3</b>	
<b>MLC F/T Permanent</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>
Organization: MCB, Camp S. D. Butler, G-7 Division		
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 MLC/IHA 従業員		Closing date: (提出期限) <b>15 Oct 20</b>
<p><b>Summary of duties:</b> Provides administrative support to Regional Encroachment Management Program. This includes, amongst other responsibilities, performing administrative functions associated with Regional Encroachment Management Action Team to include working with installations across the region for scheduling, agenda, and slide presentation. Also takes minutes for regional EMAT and prepares and distributes final minutes. Additionally, works with CPLOs and other designated installation representatives across region to coordinate, gather, and compile MCICOM Encroachment management Metrics Report and, in coordination with G-7 deputy, works with representatives from installations across the region to gather and prepare relevant information related to encroachment management issues for elevation to the U.S. Japan Joint Committee. Assists Regional Community Relations Officer and G-7 community relations specialists in coordinating overall aspects of the MCIPAC community relations program, including working with agencies across III MEF/MCIPAC as well as local agencies to assist in arranging and executing events; also works with community relations specialists throughout the region to receive, track coordinate, and consolidate, and consolidate monthly regional community relations report for submission to MEF and forwarding to MEF CG. Performs duties and tasks associated with administrative regulations and operations, including personnel administration, resource analysis, and procurement and supply. Also serves as G-7 Records Manager and makes decisions on pertinent administrative matters. Annually processes an average of 300 base passes for Okinawa Defense Bureau staff. Receives and reviews applications, coordinates with applicable Okinawa Defense Bureau personnel to ensure accuracy and completeness and uses professional judgment to make recommendations to G-7 deputy regarding level of access required etc.</p>		
<p><b>Qualification Requirements 資格条件</b></p> <ol style="list-style-type: none"> <li>1. LPL-3 and capable of writing/speaking English and Japanese.</li> <li>2. Base skills in operating computer with applications such as Outlook, Word, PowerPoint, Excel, etc.</li> <li>3. Driver license and sufficient driving experience.</li> </ol>		
<b>Work Schedule: 0730-1630, Mon-Fri</b>		
<p><b>Required documents/提出書類 :</b></p> <ol style="list-style-type: none"> <li>1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) &amp; Questionnaire: 履歴書&amp;質問票</li> <li>2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー</li> </ol>		
<p><b>注 : 以上の資格証のみを提出してください</b></p>		

# 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.