

**U.S. MARINE CORPS  
CIVILIAN HUMAN RESOURCES OFFICE  
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. **39-14**

Date: 28 May 14

**POSITION VACANCY ANNOUNCEMENT**

**Eligible employees** who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. Applications will also be accepted by fax (645-7115/comm. 098-970-7115) or by email ([chro\\_jn\\_empl@usmc.mil](mailto:chro_jn_empl@usmc.mil)). (Up to 10 pages). **Submitted applications will not be returned. For information call 645-3370.**

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日までに人事部日本人雇用係（キャンプフォスター建物番号495、2階）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のでご了承下さい。**提出された応募書類の返却はいたしません。応募はFAX（DSN: 645-7115// 098-970-7115）又はメール（[chro\\_jn\\_empl@usmc.mil](mailto:chro_jn_empl@usmc.mil)）でも受け付けます。（10枚以内に限りです）。お問い合わせは日本人雇用係(645-3370)までご連絡下さい。

PWO #: 058	Position title: <b>Registration Clerk, #188, BWT-1, Grade-3</b>		
<b>MLC F/T Permanent</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>	
Organization: PMO, Services Division, Pass Office			
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>4 Jun 14</b>	
<b>Summary of duties:</b> Performs clerical work involved in processing and issuing passes to MLC/IHA employees, contractors, and other personnel required to aboard Marine Corps, Navy, and Army military installations on Okinawa. Performs duties and responsibilities as follows; Types and issues passes to MLC/IHA employees, contractors, and other personnel, complying with applicable rules and regulations. Extracts and collects data from documents submitted by the applicants. Received and reviews pass requests, ensuring for inclusion of necessary documentation, accurate information, and correct signature authorities. Contacts outside organizations as local traders of applicants, CHRO or OICC, for confirmation and verification of information for processing passes as necessary.			
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"><li>1. Overall in good physical health.</li><li>2. Knowledge of the written and spoken English Language. (LAD-2 or above)</li><li>3. Knowledge of computers, database and Microsoft program.</li></ol>			
<b>Required documents</b> <ol style="list-style-type: none"><li>1. <b>MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14)</b> &amp; Questionnaire</li><li>2. Copies of certificates/licenses</li></ol>		<b>必要書類:</b> <ol style="list-style-type: none"><li>1. <b>MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14)</b> &amp; 質問表</li><li>2. 免許証・終了証のコピー</li></ol>	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週間程度は非通知拒否設定を解除していただくようご協力お願いします。