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

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

Announcement No**. 10-15** Date: 4 Feb 15

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, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED *****

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

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の 16：30 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。お問い合わせは日本人雇用係（645-3370）までご連絡下さい

メール/FAX での応募は受け付けておりません. Foster のパスがない方は Air Force/Navy HRO に提出下さい.

PWO #: 008	Position title: **Registration Clerk, #188, BWT-1, Grade-3**	
MLC F/T **Permanent**	Number of position(s): **1**	Location: **Camp Foster**
Organization: G-3/5, Provost Marshal's Office, Services Br., Pass & Registration Office		
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） ***11 Feb 15***

Summary of duties: 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.

Qualification Requirements 資格条件

1. Overall in good physical health.
2. Knowledge of the written and spoken English Language. (LAD-2 or above)
3. Knowledge of computers, database and Microsoft program.

Required documents	必要書類：
1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses	1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表 2. 免許証・終了証のコピー

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 .