

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

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

Announcement No. **62-15**

Date: 6 Oct 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（キャンブ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 #: 102	Position title: Military Time Leave and Pay Clerk, #133, BWT-1, Grade-3		
MLC F/T Limited Term (NTE: 10 May 16)		Number of position(s): 1	Location: Camp Foster
Organization: G-1 Division, Installation Personnel Administration Center			
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) 13 Oct 15	
Summary of duties: Must become familiar with Marine Corps Total Force System (MCTFS). Research proper unit diary entry requirements; report transactions into MCTFS via the unit diary; auditing and correcting feedback reports from systems. Examines documents such as Diaries, Military Pay Orders, Pay Adjustment Authorizations, Allotment Authorizations, Withholding Exemption Certificates, etc., reporting various factors affecting members' pay, allowances, allotments, checkages, income and FICA taxes, etc. Verifies the correctness of pay actions, making extensive searches of military pay regulations, guides, and references. Verifies the accuracy of new rates of pay when a member is credited higher rate for cumulative service, based on the Pay Entry Base Date and periods of service not credible for pay increase purpose. Makes entries of pay and other actions on pay records in authorized abbreviations. Contact individual members and military personnel offices for the purpose of obtaining additional information needed in determining the propriety of actions. Answer questions asked by members concerning pay, allowances, allotments, taxes, checkages, etc. Explain specific types of non-compliance of pay actions with applicable regulations. Answer and direct telephone calls to the appropriate personnel.			
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must have the ability to speak, read, and write English at LAD-2 or above proficiency level.2. Must have the ability to operate computer to include Microsoft Excel, Word and Outlook.3. Must have experience with providing customer service in person and via phone.4. Have the ability to multi-task.			
Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses		必要書類: <ol style="list-style-type: none">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をお願いします。