

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

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

Announcement No. **83-15**

Date: 10 Dec 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 #: 124	Position title: <b>IT Assistant (Customer Service) , 547, BWT-1, Grade-4</b>		
<b>MLC F/T Permanent</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>	
Organization: MCIPAC, G-1, Civilian Human Resources 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 MLC/IHA 従業員		Closing date: (提出期限) <b>16 Dec 15</b>	
<b>Summary of duties:</b> The position assists Human Resources (HR) Personnel System Manager (PSM) or Deputy CHRO Director, who has the full responsibility for the establishment and implementation of automated procedures of HR systems and solutions. The position also provides assistance to CHRO staff members with data management, desktop support, local area network (LAN), and liaison to G-6 Division. Under closer than normal supervision by PSM (or Deputy CHRO Director), the position serves as the initial point of contact (POC) of the web-based HR systems such as Defense Civilian Personnel Data System (DCPDS), Total Workforce Management System (TWMS), MyWorkplace, etc., and provides necessary information concerning the HR systems to support organizations. Assists PSM in performing technical support to ensure timely implementation of new subsystems and enhancement to the existing systems, and preparation and coordination of operating procedures relative to the manipulation of HR information systems. Provides general instruction and guidance to HR staff for maximum utilization of automated systems. The position performs the level 1 support to determine basic customer's issue by analyzing and figuring out the underlying problems. Appointed as Information System Coordinator (ISC) for CHRO. Provides basic services pertaining to computer system operations, maintenance, troubleshooting and training of applications for users within CHRO. Maintains up-to date IT records in coordination with G-6. Keeps PSM informed of important developments and periodically presents current status of all assignments for technical and administrative considerations. Keeps PSM informed of critical or unusual situations as they arise. Responsible for planning, scheduling and performing data back-ups and restorations for the HR systems used in CHRO. Assists in the maintenance and administration of Microsoft SharePoint sites, development and maintenance of the CHRO Internet and Intranet websites. Compiles data for personnel and statistical reports that can be used by managers and CHRO staff members in making program analyses as directed. Serves as Organizational Defense Travel Administrator (ODTA) and administers Defense Travel System (DTS) matters within CHRO. Assists CHRO staff in the usage of DTS as the Tier 1 helpdesk. Performs DTS weekly report maintenance and follow-up to ensure that issues are being resolved. Responsible for coordinating and responding to DTS trouble issues. Appointed as the primary Telephone Control Officer (TCO) for CHRO. Signs and submits work requests to G-6 for installations, changes, or removal on telecommunication services. Also verifies the monthly telephone bill for the office, authorizes long distance toll calls.			
<b>Qualification Requirements 資格条件</b>			
1. Must have the knowledge and skill in the use of local area networks. 2. Must be able to easily and fluently communicate both in writing and orally in English, (LAD 3 or higher) 3. Must be knowledgeable of the internet, able to easily use internet services, and able to define or modify internet parameters and options. 4. Must be knowledgeable and able to easily use Microsoft Office and other software package.			
<b>Remarks: Position may be BWT 1-5 after administrative review.</b>			
<b>Required documents</b>		<b>必要書類:</b>	
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。