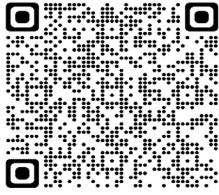


# MLC/IHA Position Vacancy Announcement

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



### How to Apply (応募方法)

#### - When submitting hard copy application (履歴書を投函する)

Hard copy application package(s) are accepted at drop box located at Camp Foster, Bldg#495.

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。

#### - Email submissions (メールで履歴書を提出する場合)

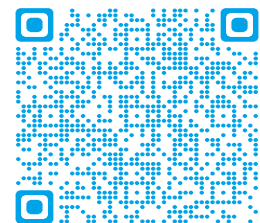
Submit to [mcipac\\_chro\\_jn\\_empl@usmc.mil](mailto:mcipac_chro_jn_empl@usmc.mil) に提出

- Email subject must contain job title and PWO#  
メールの (Subject) 件名 には応募する職種名と PWO# を記載して下さい。
- Submission is limited to 3 PDF files including resume and attachments.  
添付書類は PDF (3 個以内) で提出をお願いします。

#### - Application forms 履歴書用紙 :

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire Forms may be found at the link below or QR code. 求人案内、履歴書は下記リンクまたは QR コードからダウンロードできます

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



Application Form/履歴書

#### - Note (注意事項)

- Application with required documents must be submitted to LN 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.  
応募を希望する従業員は締切日の 16 : 30 までに人事部 MLC/IHA 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
- Applications are subject to screening prior to referrals and only individuals selected for interview will be contacted. Your application package will not be returned once submitted.  
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。
- For more information: LN Employment Unit, phone: 645-3370/098-970-3370 or email to: [mcipac\\_chro\\_jn\\_empl@usmc.mil](mailto:mcipac_chro_jn_empl@usmc.mil)  
お問合せは MLC/IHA 雇用係 (645-3370/098-970-3370) 又はメール [mcipac\\_chro\\_jn\\_empl@usmc.mil](mailto:mcipac_chro_jn_empl@usmc.mil) までご連絡下さい。

Announcement No. **68-24**

**13 May 24**

PWO #: 091

**Position title: Tool Crib Attendant, #2286, BWT-2, Grade-4, LPL-1**

**MLC F/T Permanent**

Number of position(s): 1

Location: **Camp Foster**

Organization: MCB, Camp S. D. Butler, G-4 Division, Motor Transport Branch

Area of consideration 募集範囲:

**Okina 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)

22 May 2024

**Summary of duties:**

Oversees the operation of four (4) toll room shops located at Camp Foster, Hansen, and Kinser. Inventories and maintains special/general tool allowances, shop tools, tool boxes, wall units, Test Measurement and Diagnostic Equipment (TMDE) test equipment. Issues equipment to authorized personnel of a permanent or temporary loan as replacement of items. Receives tools and equipment being returned to the tool room in checking them for damage, excess wear, malfunctioning and storing them in proper bin or cabinet. Receives work assignments from Automotive Mechanic F/B. Follows established shop and supply procedures, stock list catalogs, technical directives and orders. Issues and receives mechanical tools. Coordinates and completes a monthly, quarterly, and annual inventories of all assigned tools, and calibrated equipment. Researches a variety of tools and equipment publications to determine correct manufacture stock numbers, nomenclature, cost and size of tools and equipment in the conjunction of the preparation of requisitions and turn-in documents. Orders, receives, maintains, and accounts for various types of tools and test equipment to support the mission of Motor Transport Branch, Maintenance Section. Cleans, washes, oils, wipes and greases tools and equipment to prevent corrosion or damage. Determines extent and nature of damage to tools. Makes minor repairs, adjustments and conditions tools and equipment when specialized technical knowledge or skills is not required. Forwards tools and equipment requiring major repair to proper repair shops. Performs periodic inventory of tools, gauges, testers, and other equipment assigned to individual mechanic or shops. Maintains Navy calibration control program etc.

**Qualification Requirements 資格条件**

1. Ability to speak, read and write English at a minimum proficiency of LPL-1 and native Japanese communication skill.
2. Knowledge of Mechanic tools and Automotive parts are desirable.
3. Ability to operate computer software to efficiently use of standard Microsoft programs and application.
4. Must have a driver's license.

Work Schedule: Mon – Fri, 0730 – 1630, 40 hours a week

**Required documents/ 提出書類 :**

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire: 履歴書&質問票
2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー

**注 : 以上の資格証のみを提出してください**

## 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.