

MLA/IHA Position Vacancy Announcement



Civilian Human Resources Office
Marine Corps Installations Pacific – MCB Camp Butler
U.S. Marine Corps

MLA/IHA 求人募集

海兵隊民間人人事部

ATTENTION

16. WORK HISTORY 職歴

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LIST OF JOBS YOU HAVE HELD (STARTING FROM CURRENT JOB CHRONOLOGICALLY).	
IF ADDITIONAL SPACE IS REQUIRED, USE SEPARATE SHEET OF PAPER FOLLOWING THE BELOW INFORMATION FORMAT.	
JOB TITLE (IF USFJ EMPLOYEE)	PLEASE SPECIFY MLA (MLC), IHA, MA (MC) 現職の雇用種類 - MLA (MLC), IHA, MA (MC) を必ずご記載ください
Clerk, IHA	UNIT 2-3 事務職

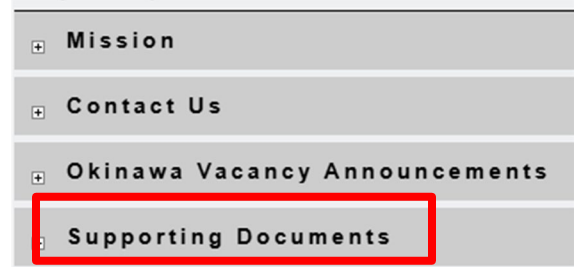
Application forms 履歴書用紙：

PERSONAL HISTORY STATEMENT 履歴書 (USFJ FORM 196aEJ, 20260415)

NEW URL : <https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/#In-employment-unit>

Forms may be found at the link or QR code above. If you are unable to open the file, please save it to your desktop.

上記リンクまたは QR コードからダウンロードできます
ファイルを直接開けない場合は、デスクトップに保存してから開いて下さい..



↑ Application Form 履歴書はこちら

How to apply 提出方法

① Hard copy submission (履歴書投函)

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。

② Email submissions (メール提出)

Submit to mcipac_chro_jn_empl@usmc.mil

上記メールアドレスに提出

- 1) Email subject must contain position title and Vacancy Announcement (VA) number.
メールの (Subject) 件名 には応募する職種名と空席広報番号を記載して下さい。
- 2) Submission is limited to 3 PDF files including resume and attachments.

添付書類は PDF (3 個以内) で提出お願いします。

Due to network instability, we recommend to submit hard copy.

ネットワークが不安定な為、ハードコピーでの提出をお勧めしております。

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 MLA/IHA 雇用係に（メールによる応募も同様）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
お問合せは MLA/IHA 雇用係（645-3370/098-970-3370）又はメール mcipac_chro_jn_empl@usmc.mil までご連絡下さい。

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 MLA/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 MLA/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.

Vacancy Announcement No. (空席広報番号): 132-26		
Position Title: Telephone Systems Maintenceman #2382, BWT-2, Grade-7, LPL-0		
MLA F/T Permanent	Number of position(s): 1	Location: Courtney
Organization: G-6 Division, Telephone Systems Branch, Outside Plant Section		
Area of consideration 募集範囲: Okinawa Wide (MLA/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLA/IHA 従業員		Closing date: (提出期限) 17 Aug 2026
Summary of duties: Installs telephone equipment and systems to include: desk, wall, guard, dial, touch- tone, secure, multi-line, and VOIP telephones; key systems and associated components; and ancillary equipment (jacks, raceway, wiring, cabling, external bells, junction boxes, line repeaters, terminal boxes, etc.). Receives and interprets work orders and trouble reports from the Installer Chief/Foreman and determines the tools, test equipment (diagnostic equipment, etc.), and materials required to perform the work. Supports Survey Section when necessary. Reports to the Installer Chief and/or Foreman unusual or extraordinary circumstances affecting the accomplishment of assigned work. Performs corrective and preventative maintenance on existing telephone and key systems by: locating fault through diagnostic tests and troubleshooting procedures (with assistance with the service desk when required); performing minor repairs on and/or replacing system components/ancillary equipment; and performing a final operational check on the system and ancillary equipment. Disposes of irreparable equipment by following established procedures. Performs incidental clerical/record keeping tasks as required. Operates government vehicle up to 4-ton capacity from Outside Plant to the worksite. Obtains and maintains Confined Space Certification. *Effective Date of Employment: December 16, 2026.		
Qualification Requirements 資格条件 1. Must have a valid driver's license and the ability to operate vehicles with a manual transmission. 2. Must have a minimum of 3 years Telecommunications work experience. 3. Ability to read and interpret cable prints and records in English is preferred. 4. Must have basic knowledge of telephone equipment and systems to include: desk, wall, guard, touch- tone, secure and multi-line telephones; and ancillary equipment (protectors, jacks, raceway, wiring, cabling, external bells, junction boxes, etc.) 5. Must have basic knowledge of fiber optic and copper cabling systems. 6. Must have basic knowledge of corrective and preventative maintenance on telephone equipment. 7. A basic knowledge of telecommunications industry standards such as American National Standards Institute (ANSI), Telecommunications Industry Association (TIA), Electronic Industries Alliance (EIA), etc. is preferred. 8. Ability to read/speak English is preferred.		
Work Schedule : Mon-Fri 07:30-16:30		
Required documents/提出書類 : 1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415) 2. Copy of the Japanese driver's license 注 : 以上の書類のみを提出してください		