

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

Vacancy Announcement/求人広告

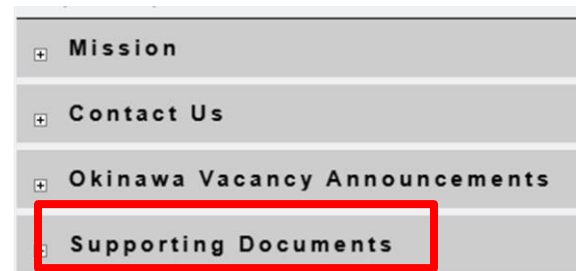
Application forms 履歴書用紙 :

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire

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

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 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。
- 2) Submission is limited to 3 PDF files including resume and attachments.
添付書類は PDF (3 個以内) で提出をお願いします。

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 MLC/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 MLC/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 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.

Date: 15 Jan 26

Announcement No. 08-26		
PWO #: 007	Position title: Identification & Condition Verifier, #2141 BWT-2, Grade-5, LPL-1	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: MCB, Camp S. D. Butler, G-4 Division, Base Supply Branch, BPCO		
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) 26 Jan 26
Summary of duties: Identifies Garrison Property, Minor Property, and Personal Support Equipment that is damaged or excess and determines the condition and cost effectiveness to refurbish. Will identify items for refurbishment and/or repair based upon the survey and cost analysis; and then as required process items for turn into the Defense Logistics Agency – Disposition Services (DLA-DS). Responsible for preparing paperwork (statement of work/performance, quotes, price determinations, priority justifications) necessary to request maintenance and/or service to repair equipment. Responsible for scheduling appointments to visit customer locations and identify conditions to accomplish tasks. Conducts basic repairs on appliances including, but not limited to; switching out electrical plugs, cleaning, and researching error codes in the manufacturer maintenance manual. Receives trouble calls for repairs and will coordinate the site survey and/or pick up of equipment. Certifies the removal of Freon from, but also not limited to: refrigerators, dehumidifiers, and air purifiers. This work will include detaching hoses and gauges to and from an appliance to measure pressure within the appliance and adding refrigeration to or removing refrigerant from an appliance etc.		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Knowledge or coursework in logistics or inventory management is a plus.2. At least 1 year of experience in basic warehouse or supply management, handling physical material and equipment.3. Must have a valid Government of Japan forklift license.4. Must be certified to remove Freon from appliances (e.g., refrigerators, air conditioners) and maintain necessary equipment certifications.5. Ability to move, lift, and arrange materials as required, including using hand trucks and dollies. Must be able to lift and carry equipment as part of daily tasks.6. Able to inspect materials and verify conditions using provided instructions. Must know how to use basic tools for minor repairs and appliance checks.7. Ability to identify and record material conditions and discrepancies accurately. Must follow inventory control procedures to ensure all equipment is properly logged.8. Must be able to performs physical labor such as lifting, moving, and inspecting materials regularly.9. Must work well with supervisors and team members to meet goals. Good communication skills to report issues and conditions of materials.10. Must perform other tasks as assigned, such as coordinating with teams for equipment pickup and performing additional inspections or minor repairs.		
Work Schedule : Mon-Fri 07:00 -16:00, 40 hours per week		
Required documents/ 提出書類 : 1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire: 履歴書&質問票		

2. Copy of English Proficiency Test: 英語能力を証明する書類のコピー
3. Copies of the required certificates/licenses. 必要とされる資格等のコピー

注：以上の書類のみを提出してください