

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	

REQUIRED

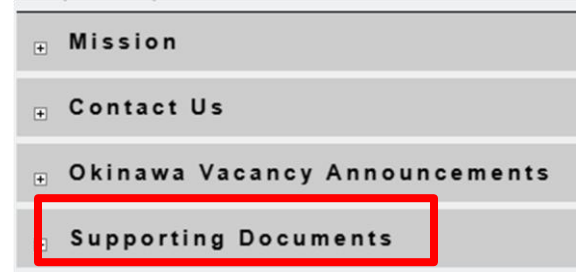
Application forms 履歴書用紙：

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 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.

Vacancy Announcement No. (空席広報番号): 113-26		
Position Title: Warehouseman - Deliveryman, #2404, BWT-2, Grade-5, LPL-1		
MLA 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 (MLA/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 Jul 2026
Summary of duties: Operates various types of forklift trucks/material handling equipment (MHE) with 4000-pound lifting capacity to stack/unstack, remove, transfer, and load/unload palletized goods, boxes, and crates of merchandise, materials, and heavy supplies from one location to another location. Performs operator's maintenance by checking the assigned automotive equipment regularly. Operates automotive vehicles less than 4 ton capacity to transport property items to and from the assigned warehouse and using units. Performs operator's maintenance by checking the assigned automotive equipment regularly. Performs supply clerical and manual work in a warehouse or storage area to include shipping, receiving, inventorying and inspecting all inbound and outbound shipments. Physically receives incoming items and verifies contents against shipping documents for accuracy as to the stock number, nomenclature, quantity, unit of issue and the condition of the material. Maintains a file of the shipping documents for reference purpose. Conducts location verification and weekly as well as spot physical inventory counts and reports any discrepancies found to the supervisor. Segregates property by class, serviceable stock, to repair, from repair and unserviceable. Prepares and maintains receiving and issues reports daily etc.		
Qualification Requirements 資格条件 1. Must have a valid Government of Japan (GOJ) forklift license for more than 1 ton. 2. Must be able to operate forklifts and other material handling equipment up to 4,000 pounds. 3. Must be able to stack, move, load, and unload pallets, boxes, crates, and heavy supplies. 4. Must be able to do simple daily checks and basic operator maintenance on assigned equipment. 5. Must be able to drive vehicles under 4 tons to move property and supplies. 6. Must be able to do simple daily checks and basic operator maintenance on assigned vehicles. 7. Must be able to perform basic warehouse and supply duties. 8. Must be able to check incoming items against shipping papers for stock number, quantity, and condition. 9. Must keep the work area clean, safe, and organized. 10. Must follow all safety rules and use warehouse space properly. 11. Must be physically able to lift and carry items up to 45 pounds many times during the workday. 12. Must be able to work in warehouse areas that may be hot or cold. 13. Must perform other related duties as assigned. 14. Must be able to speak, read and write Japanese and English (LPL-1 or above).		
Work Schedule : Mon – Fri: 07:00 – 16:00, Recess 12:00 – 13:00, 40 hours a week		
Required documents/提出書類 : 1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415) 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 certificate/license. 必要とされる資格等コピー		

注：以上の書類のみを提出してください