

# 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. 求人案内、履歴書は下記リンク参照

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

#### - 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. <b>54-24</b>		<b>29 Mar 24</b>	
PWO #: 065	<b>Position title: Safety Technician, #287, BWT-1, Grade-5, LPL-3</b>		
<b>MLC F/T Permanent</b>	Number of position(s): 1	Location: Camp Foster	
Organization: MCB, Camp S. D. Butler, Installation Safety Office			
Area of consideration 募集範囲: <b>Okina Wide (MLC/IHAs employed in Okinawa)</b> 沖縄県内にて雇用されている全 <b>MLC/IHA</b> 従業員		Closing date: (提出期限) 8 Apr 2024	
<b>Summary of duties:</b> Performs duties pertaining to driver testing and licensing for military personnel, their dependents, DOD civilians, and authorized contractors for privately owned vehicle operator permits. Conducts written examinations and maintains a licensing record database on all applicants for both privately owned vehicle (POV) and government owned vehicle (GOV) licenses. Reviews and interprets official government orders for military and U. S. civilian personnel assigned to Army, Navy and Marine Corps commands, and tenant organizations per Support Agreements. Administers vision tests to ensure proper color identification, recognition and depth perception, and acuity far for authorized POV Status of Forces Agreement (SOFA) license candidates. Assists in the development of course criteria, facilitates driver safety training, and issues driver licenses to qualified MLC and IHA Japanese employees assigned to operate U. S. GOV's. Instructs remedial driver training to U.S and host nation employees convicted of serious traffic violations or have demonstrated negative driving habits while operating a GOV or POV. Translates U.S military traffic laws into Japanese for training and education of MLC and IHA personnel. Conducts traffic safety lectures for host nation employees as assigned and assists with planning, and operation of traffic safety special events. Provides translation of host nation traffic laws into English for training and education of military personnel. Operates various audio visual equipment and training aids and maintains records associated with driver identification data for all operators of POV and Marine Corps GOV's on Okinawa. Conducts and rates written examinations and road skill test, and technical performance tests covering traffic regulations and applicable driver requirements for operator permits and/or renewals. Performs research on U.S, DOD, and host nation traffic laws and regulations pertaining to licensing issues. Prepares and coordinates correspondence of information concerning licensing procedure and requirements. Prepares and reviews administrative correspondence (letters, messages, memorandums, etc.) for correctness and proper format. Reviews incoming correspondence, reports, regulations and directives for interpretation and application of office operations. Oversees GOV and POV licensing files and records. Receives, screens, and directs incoming calls and provides assistance when required. Participates in office meetings and process improvement projects to enhance work practices and customer service.			
<b>Qualification Requirements 資格条件</b> 1. Required to be proficient in computer software such as Microsoft Office applications, Adobe, database software, etc. 2. Good understanding of the English language such as speaking, reading, writing, and translating from English to Japanese and vice versa both orally and writing are required (LPL: 3 or above). 3. Customer oriented and ability to effectively work with a team. 4. Must have and maintain a valid GOJ driver license. 5. Must be able to obtain and maintain a GOJ forklift license. 6. Must be able to obtain and maintain a GOV drivers license and commercial forklift.			
Work Schedule: (Mon-Fri) 0730 – 1630			
<b>Required documents/ 提出書類 :</b> 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 <b>注 : 以上の資格証のみを提出してください</b>			

## 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.