

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

ATTENTION

Application form has been updated as of 1 Oct 25.

2025 年 10 月 1 日より履歴書が新しくなりました。

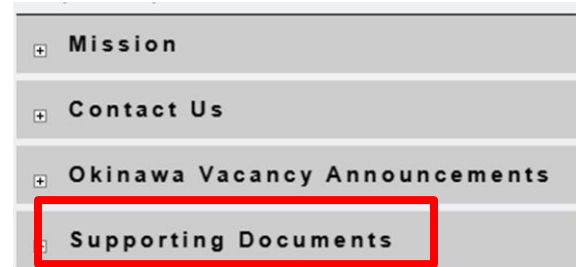
Application forms 履歴書用紙 :

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.

Announcement No. 10-26		
PWO #: 281	Position title: Warehouseman-Deliveryman, #2404 BWT-2, Grade-5, LPL-1	
MLC F/T Permanent	Number of position(s): 4	Location: Camp Foster
Organization: G-F Div, Unaccompanied Housing Sec.		
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) 28 Jan 26
<p>Summary of duties: Incumbent plans and carries out work assignments independently within the framework of pertinent regulations, procedural requirements and related directives referring only problems of unusual or controversial nature to the Foreman A for assistance. Work is reviewed and evaluated in terms of adequacy and accuracy of actions taken and compliance with policies, regulations and governing directives.</p> <p>Warehouse requirements:</p> <ol style="list-style-type: none"> Applies material handling techniques in storing furnishings providing for easy retrieval, convenience in handling, protection from damage and ease of movement. Consolidates and arranges government furnishings in accordance with warehouse plan, keeping aisles and other traffic areas clear from obstructions. Stores, stacks, palletizes and/or rotates items considering their use, size, shape, quantity and special handling requirements. Manages inventory accuracy through monitoring of daily warehouse activities. Performs monthly inventory. Makes physical count of items and maintains inventory records. Utilizes the enterprise Military Housing (eMH) database system and bar-coding equipment to track and issue furniture and appliances for unaccompanied housing. Receives and answers routine inquiries. <p>Standard warehouse assignments:</p> <ol style="list-style-type: none"> Issues and delivers government Furniture, Fixtures & Equipment (FF&E) from stock and performs minor repair/touch-up work such as polishing and cleaning furnishings prior to issue. Manages the physical receipt, storage and removal from storage of supply items. Receives and unpacks items, checking against accompanying documents to ensure that correct items and quantities are received. Reports tampered or broken seals on containers or damaged/deteriorating incoming shipments to Foreman A/supervisor. <p>Vehicle Operation and Maintenance:</p> <ol style="list-style-type: none"> Drives one or more types of trucks, such as pick-up, panel and flatbed trucks, which have a gross vehicle weight of 10,000 pounds (4.5 tons) or less, on public roads at highway speeds. Ensures that cargo is properly placed and secured, and that load capacity is not exceeded. Checks routine items on the government vehicle checklist (such as oil, tire pressure, windshield washer fluids, power steering fluids, gas, etc.) and performs before, during, and after operator's maintenance. Keeps assigned vehicle in good condition, ensuring it remains fully prepared for periodic vehicle inspections. d. Completes trip ticket and operators-maintained service records, and in case of accident, completes driver's accident report. 		

Qualification Requirements 資格条件

1. Must have a Driver's license (Manual/Automatic)
2. Must be able to operate forklift with a lifting capacity up to 4,000 pounds (1.8 tons)
3. Must be able to drive one or more types of trucks such as pick-up, panel and flatbed trucks, which typically have a gross vehicle weight of 10,000 pounds or less, on public roads at highway speeds.
4. Must be able to communicate in English (LPL-1 or above).

Work Schedule : Mon-Fri 07:30-16:30**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 the required certificates/licenses. 必要とされる資格等のコピー