

# 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。

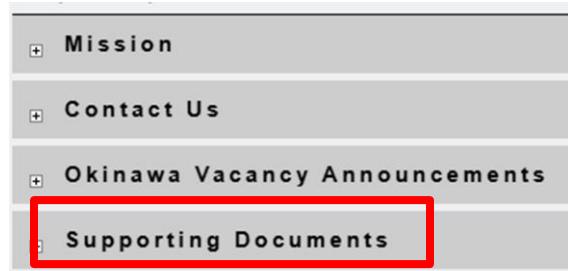
### Application forms 履歴書用紙 :

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](mailto: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](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。

**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下さい。**

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. 11-26

PWO #: 282 | Position title: **Warehouseman-Deliveryman F/A, #2404  
BWT-2, Grade-6, LPL-1**

<b>MLC F/T Permanent</b>	Number of position(s): 1	Location: Camp Foster
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Organization: G-F Div, Unaccompanied Housing Sec.

Area of consideration 募集範囲: <b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b> 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) <b>28 Jan 26</b>
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**Summary of duties:**

The position is located within the Military Housing Management Division (HMO), Unaccompanied Housing Management Section, responsible for the accomplishment of broad management functions associated with the UH Government Furnishings, Fixtures, and Equipment (FF&E) support operation. Works under the general supervision of the UH Director who provides oral and/or written instructions and furnishes detailed interpretation on new or revised procedures of policies. Work performed is spot-checked by the supervisor to ensure compliance of established procedures and regulations.

**MAJOR DUTIES:**

Serves as Furnishings Warehouse Foreman A responsible for planning, as instructed, on day-to-day operations, and providing directions to subordinate employees engaged in receiving, storing, delivering, assembling and disassembling government provided and maintained military housing furnishings, appliances, and equipment for issue or shipment, in addition to the performance of work involving clerical tasks in connection with the receipt, storage, delivery, issue and custody of supply items, accomplishing the overall operation of warehousing functions to support the activities of the HMO. Responsible for maintaining discipline for four Warehouse Support staff.

Controls daily operation of furnishings warehouse through subordinate employees. Assists with planning work assignments and methods and provides technical supervision and instruction to subordinates. Oversees work assignments and methods on a daily basis. Assigns tasks to be performed and explains work requirements, methods and procedures, instructs subordinates in new procedures, and provides advice when problems arise. Reviews work in progress or on completion. Adjusts work plans, assignments and methods as necessary to accomplish the work as effectively and economically as feasible. Furnishes technical information on the more difficult tasks individually or through supervisor. Spot-checks furnishings to be delivered to quarters to ensure that they are clean and serviceable. Provides guidance regarding the transportation of furnishings to various sites.

Determines whether items should be repaired, salvaged, or declared excess.

Establishes priority based on serviceable furnishings available, urgency of requirements, and funds available.

Responsible for coordinating delivery and pick-up of furnishings to and from maintenance activities. Ensures that procedures for warehousing authorized furnishings provide for the segregation of the family housing, bachelor enlisted housings and bachelor officer quarters inventories; storage of serviceable like items in one storage area, segregation of economically repairable items and serviceable items, and a warehouse location system.

Assists in reviewing and improving operations on a continual basis. Spot checks subordinates' work and finished product to assure meeting specifications. Implements rules and regulations pertaining to safety, fire, and equipment maintenance. Conducts safety inspection of warehouse regularly to ensure all safety regulations are being observed. Conveys safety awareness and enforces adherence of safety procedures and use of personal protective equipment (PPE) in work areas and while in performance of duties.

Accountable for receipt of furnishing from CONUS and local supply sources, insuring there are no discrepancies in stock number, quantity, and condition of furnishing received. Coordinates processing of receiving documents and storage of furnishings received. Advises the administrative Furnishings Management Office General Supply Specialist or Property Book Custodian on discrepancies identified. Supervises and participates in joint inventories of items and supplies in the warehouses and assists in annual inventory reconciliation. Checks items received for descriptions and quantity of items with information contained in documents (invoice), tags, labels and markings. Reports any overages, shortages or any damage to the supervisor.

Identifies needs and recommends actions for personnel services. Recognizes training needs, conducts on-the-job training or assures that such training is conducted. Maintains adequate supplies and equipment.

Inspects to control supply conservation and enforces safety procedures. Prepares accident and trouble reports as required.

Manages disposal of unserviceable, uneconomically repairable and excess furnishings to Defense Logistics Agency (DLA) Disposition Services. Coordinates with DLA Disposition Services to schedule removal/receipt of furnishings and appliances, informing DLA Disposition Services on the description and quantity of items to be disposed of. Determines transportation and Material Handling Equipment requirements and coordinates with Motor Transport Branch/G-4 Division on their dispatches. Reviews delivery and pick-up schedule to determine whether consolidation is practical to obtain maximum utilization of transportation resources available.

Operates government light vehicles such as vans, pick-up and panel trucks, with a gross vehicle weight of less than 10,000 pounds (4.5 tons) to accomplish daily duties. Transports items from warehouse or storage areas. Ensures that cargo is properly placed and secured, and that load capacity is not exceeded. Performs before, during, and after operators-maintenance such as replenishing fuel, oil, grease, water, air and battery fluids as required; cleans inside and outside vehicles. 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 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.
3. Must possess and be able to obtain a valid Forklift training certificate.
4. Must be able to operate forklift with a lifting capacity up to 4,000 pounds (1.8 tons)
5. Must be able to communicate in English (LPL-1 or above)
6. Must have experience with office automation software (e.g. Microsoft Office, Excel, etc.)
7. 1-year supervisory experience is preferred.

### **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