

# 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

| 16. WORK HISTORY 職歴                                                                                  |         |
|------------------------------------------------------------------------------------------------------|---------|
| 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 E                                                                                 |         |
| Clerk, <b>IHA</b>                                                                                    | 2-3 事務職 |

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

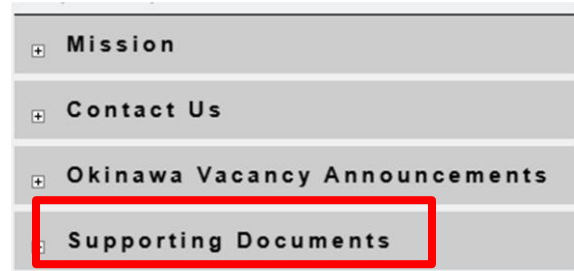
### Application forms 履歴書用紙：

#### 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](mailto: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 MLA/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 MLA/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ください。**

Please see the below for the English Language Proficiency Level (LPL) required of the position:

| <b>LPL</b>                               | <b>TOEIC</b> | <b>ALCPT</b> | <b>TOEFL (PBT)<br/>Paper Based<br/>Test</b> | <b>TOEFL (CBT)<br/>Computer<br/>Based Test</b> | <b>TOEFL (iBT)<br/>Internet<br/>Based Test</b> | <b>CASEC</b> | <b>EIKEN<br/>英検</b> |
|------------------------------------------|--------------|--------------|---------------------------------------------|------------------------------------------------|------------------------------------------------|--------------|---------------------|
| 4 – Exceptional<br>特段の能力を要する             | 860 ~ 990    | NA           | 600 ~                                       | 250 ~                                          | 100 ~                                          | NA           | 1st                 |
| 3 – Fluent<br>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<br>平均的能力を要する                 | 550 ~ 729    | 75 ~ 89      | 460 ~ 549                                   | 140 ~ 209                                      | 50 ~ 79                                        | 560 ~ 869    | 2nd                 |
| 1 – Elementary<br>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<br>最小限の能力を要する            | 350 ~ 399    | 40 ~ 64      | NA                                          | NA                                             | NA                                             | NA           | 3rd                 |
| 0 – No language proficiency<br>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 MLA/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 MLA/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.

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| Vacancy Announcement No. (空席広報番号):118-26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                                          |
| Position Title: <b>Mechanical Systems Inspector, #2182, BWT-2, Grade-8, LPL-1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                          |                                          |
| <b>MLA F/T Permanent</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Number of position(s): 1 | <b>Location: Camp Foster</b>             |
| Organization: G-F Div, Fac Maint Br., Operations Sec.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                                          |
| Area of consideration 募集範囲: <b>Okinawa Wide (MLA/IHAs employed in Okinawa)</b><br>沖縄県内にて雇用されている全 <b>MLA/IHA</b> 従業員                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          | Closing date: (提出期限)<br><b>21 Aug 26</b> |
| <p><b>Summary of duties:</b> Mechanical Systems Inspectors perform a wide variety of maintenance inspections of some 8,000 facilities, inspecting all manner of mechanical repairs: storm drainage, air conditioning, heating systems, fuel farm systems, plumbing, utility systems, sewage plants, swimming pools, ammo storage bunkers, etc. Prior to conducting inspections, extensive research must be done on computers and manual files. Obtain floor plans and Geographic Information System (GIS) drawings, in addition to reviewing the Facilities History Folder. Schedules time to conduct the inspection based upon size, location, transportation availability and previous time span between last inspections. Frequently must have communication with US personnel to obtain escorted entrance and prepares reports in English (therefore an LPL of 1 is required). Obtains transportation, assembles required support equipment and operates Government-Owned Vehicles (GOV) to go to the Facility location. In some cases this involves commercial airplanes or ships, buses and/or taxis, having to go so far as Camp Fuji or Ie Jima for weeks on Temporary Additional Duty (TAD). Completes travel documents and payroll requests for special payments. Uses ladders and/or ropes to climb on roofs for inspection, works in both hot and cold weather in the open unprotected weather conditions. Occasionally, requires to work during Typhoon conditions to survey damage for emergency responder crews providing a damage assessment with materials as well as man hours and costs to repair and assign priority for repair actions. Performs inspections based upon experience and completes required Work Orders to notify Facility Repair personnel of required actions to effect repairs. Forecasts repairs up to five years in advance for planning purposes. Makes and provides hand sketches, computer drawings or photos and/or maps to assist repair personnel with location and/or required repairs. Performs Asbestos/Lead Base Paint/Hazardous Material sampling of all facilities and processes samples for submission to the lab. When results are received, files reports, updates files and appropriately posts warning signs on the facilities. Initiates action for material removal. Provides technical guidance to other sections to resolve problems, attends final building inspections, and provides detailed insight on problems noted with contractor submittals. Maintains and updates Form SOB/MAIN 11014/7 Building Long Range Maintenance and a database of work to be accomplished, accomplished work, and work in progress. Attends refresher training to maintain certification as required at the Journeyman Level to be an Inspector. Makes detailed recommendation to include priority of work in how to correct the reported deficiencies with the estimated man hours, material costs, and required sketches/drawings to effect the repairs. Enters all inspection report findings into the computer Maximo data base, maintains all reports of all facilities and utility systems that are owned by various entities such as MCB Camp Butler, DODDS, AAFES, MCCS, DRMO, DECA, Navy, Army, Air Force, Girl Scouts and Boy Scouts. Performs other additional/incidental duties as required.</p> |                          |                                          |
| <b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"> <li>Experience in all mechanical systems to include: HVAC components, motors, compressors, boilers, and plumbing.</li> <li>Must have at least 4 years of mechanical experience.</li> <li>Must have computer skills and capable of using entire Microsoft Office Suite.</li> <li>Maximo experience is strongly recommended.</li> <li>Must have and maintain a valid driver's license (AT acceptable).</li> <li>Read and write English at a LPL-1 level or above.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |                                          |
| <b>Work Schedule : Mon-Fri 07:00-16:00</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |                                          |
| <b>Required documents/ 提出書類 :</b> <ol style="list-style-type: none"> <li>Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415)</li> <li>Copies of certificates/licenses: 免許証・終了証のコピー</li> <li>Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |                                          |