

MLA/IHA Position Vacancy Announcement



Vacancy Announcement/求人広告

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	REQUIRED 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, BVT 2-3 事務職	

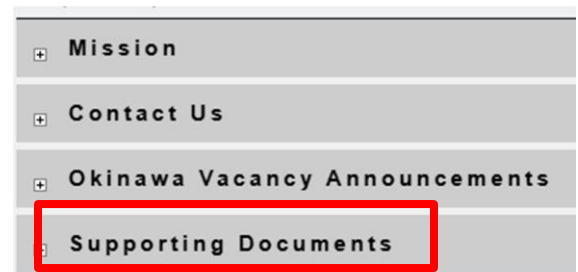
Application forms 履歴書用紙：

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. 144-26		25 Aug 26
Position Title: MWR Program Assistant, #0225, BWT-1, Grade-4		
IHA F/T, Permanent	Number of position(s): 1	Location: Camp Foster
Organization: MCB Camp Butler, MCCS Div, Bus Ops, Retail Ops Prog, Arts & Crafts, Custom Shop & Framing		
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) 8 Sep 2026
Task List: <u>Custom Frame Production: Customer Consultation to Completion:</u> - Assist patrons with frame selection, mat design, color coordination, pricing, and other entry. Makes recommendations on customer projects and orders as needed. - Assemble the entire frame which involves measuring artwork, cut mats, cut and join moulding, assemble frames, fit artwork, measure plexiglass, and mount artwork. Utilize framing equipment (e.g., electric screw drivers, staple guns, cutters, pliers, etc.) and ensure that equipment is operated safely. -Responsible for the control and care of all framing supplies and equipment required for these activities and services to include scheduling preventative maintenance and minor repairs, troubleshooting, and advising the facility manager when equipment requires advanced technical repairs. -Responsible for the scheduling of product delivery due dates for each project assigned and ensure that all assigned projects are completed on time and with no errors. - Maintain accurate work orders, update customer order status, ensure shop cleanliness, comply with Occupational Safety and Health Administration (OSHA) and safety standards, and participate in required training and staff meetings. - Keep all framing materials organized and general work area clean. <u>Retail Sales & Shop Support:</u> -Process sales transactions, answer phones and emails, schedule customer appointments, assist with retail merchandising and support promotional events and sales. -Prepare daily activity reports. Prepare various reports to include daily, weekly, and monthly reports of sales, including patron counts. -Maintain appropriate documents pertaining to the security of cash, fixed assets, and merchandise inventory, Maintain combination to safe and issue change funds. -Manager art class participant attendees and all sales receipts. <u>Equipment Maintenance and Instructing/Training:</u> -Responsible for the control and care of all framing supplies and equipment required for these activities and services to include performing regularly scheduled preventative maintenance and minor repairs and troubleshooting. -Advise the facility manager when equipment requires advanced technical repairs. -Prepare and maintain up-to-date technical manuals and desktop procedures. -Complete all safety trainings for any new machinery and equipment.-Instruct team members how to safety operate machinery, and train new employees on operating machines safely.-Responsible for initiating repair requests through FMB and monitoring the status of repairs through completion. - Research and recommend framing equipment purchases to meet shop needs and improver production capabilities. <u>Inventory & Materials Management:</u> -Receive shipments, organize supplies, monitor inventory levels, restock workstations, conduct inventory counts and assist with ordering materials. -Participate and complete all training required for inventory control and tracking for the Frame shop. -Retrieve framing supplies from supply warehouse utilizing a Government owned vehicle. Performs other duties as assigned. This position is subject to work at various MCCS Arts and Crafts Program locations around Okinawa based on the staffing needs of each facility.		
Qualification Requirements 資格条件 1. Two years' experience and knowledge using framing machines and equipment to make custom frames. 2. Ability to create simple designs, logos, and motifs to be framed based on customer's request. 3. Ability to communicate in English - speak, read, write, and understand in a business environment. (LPL-2) 4. Must have excellent customer service skills. 5. Mus be able to lift 20 lbs. (9 kg) independently and over 20 lbs. with assistance. 6. Must be able to work flexible work schedule to include weekend. 7. Ability to exhibit knowledge of composition, design, and color. 8. Knowledge of basic accounting and cash handling 9. Must have a valid personal driver's license		
Work Schedule: (Tue-Sat) 0900-1800. Work Schedule will be adjusted for special event includes weekend and holiday. The employee will be inform in advance.		
Required documents/提出書類 : 注 : 以下の資格証のみを提出してください 1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415) 2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー 3. Copy of the GOJ Driver's license (semi-mid-sized vehicle): 運転免許証のコピー ※ <u>Only one page</u> of an example of previous work (photos of framing work, simple designs, logos, motifs) may be attached. 作成したフレーミング作品の写真、ロゴマークやモチーフデザイン等のシンプルなデザイン作品を添付する場合は <u>1枚のみ</u>提出可能です		